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From: Commanding General
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Subj: COMBAT CENTER MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURE (SHORT
TITLE: MAINTENANCE MANAGEMENT SOP)

Ref: (a) MCO P4790.1B
(b) MCO P4790.2C
(c) MCO P5290.1
(d) MCO P11240.106A
(e) MCO P4400.150D
(f) CCO 4400.2C

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policies and procedures per references (a) and (b) for the conduct of effective equipment maintenance management programs aboard the Combat Center.
2. Cancellation. CCO P4790.2A.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Recommendation. Recommendations concerning the contents of the Combat Center Maintenance Management Standing Operating Procedure are invited. Such recommendations will be forwarded to the Combat Center Maintenance Management Officer (CCMMO) via the appropriate chain of command.
5. Certification. Reviewed and approved this date.

J. D. MAJCHRZAK
Chief of Staff

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LOCATOR SHEET

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ENCLOSURE (1)

MAINTENANCE MANAGEMENT SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

MAINTENANCE MANAGEMENT SOP

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MAINTENANCE MANAGEMENT SOP

CHAPTER 1

GENERAL INFORMATION

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MAINTENANCE MANAGEMENT SOP

CHAPTER 1

GENERAL INFORMATION

1000. INTRODUCTION

1. Purpose. The mission of the Combat Center is to administer and conduct the MCAGCC training program, combined arms training of Fleet Marine Force units, both active and reserve, to manage and conduct the functioning of Communication and Electronics Schools aboard MCAGCC, and to administer the day to day functioning of the Combat Center. To accomplish this mission, a high state of equipment readiness is essential. This SOP provides detailed guidance for managing the maintenance of equipment necessary to accomplish the MCAGCC mission. Maintenance management requirements and responsibilities are identified and the procedures for their accomplishment are assigned to the appropriate Directorate/Command/Division responsible for their implementation.
2. Scope. Equipment maintenance at all levels within this command will be performed according to the maintenance management procedures outlined in the references. This SOP, as augmented by other maintenance related directives issued by this and higher headquarters, provides implementation instructions for the Marine Corps Integrated Maintenance Management System (MIMMS) program within this command and as such can be used by Headquarters Battalion and all the Directorates aboard MCAGCC. In cases where conflicting procedures are encountered, the Combat Center Maintenance Management Officer (CCMMO) will be contacted for a decision on the procedure to be followed.

1001. COMMAND RESPONSIBILITY

1. Division Heads, commodity managers and responsible officers (RO) are responsible for the employment, maintenance and security of all equipment assigned to their sections per references (a) through (g). Utilizing the MIMMS program and other related equipment maintenance and supply systems, the Division Heads, commodity managers and responsible officers will assist the MMO in accomplishing the following:
 - a. Evaluate readiness postures with respect to equipment reliability and maintainability.
 - b. Determine support requirements for sustained operations.
 - c. Forecast equipment failure rates.
 - d. Accurately project readiness levels upon conclusion of training deployment in terms of personnel, money and materials.
 - e. Serially track all mission essential equipment.
 - f. Establish positive control over the unit's technical publications control program.
 - g. Establish positive control over the unit's calibration control program.
 - i. Establish positive control over the unit's modification control program.
 - j. Establish positive control over the unit's technical manpower management program, to include technical training of maintenance personnel.

k. Establish positive control over the unit's tool sets, chests, kits and equipment components.

l. Recognize the requirement for the establishment of a detailed internal technical inspection program which will enhance rapid correction of deficiencies and enforce the Combat Center's Maintenance Management Program.

m. Establish positive control over the unit's records and reporting procedures.

n. Maintain accurate and up to date equipment records for all assets within the unit.

2. Division Heads, commodity managers and responsible officers will be able to brief their respective Director/Commander on equipment readiness within their section at any time.

3. Division Heads, commodity managers and responsible officers will be able to advise their respective Director/Commander of any maintenance problems that cannot be resolved through normal channels.

4. Combat Center Maintenance Management Officer (CCMMO). The Combat Center Maintenance Management Officer will be responsible for the overall coordination of the organic and support maintenance effort of MCAGCC. Throughout this SOP responsibilities specifically assigned to the CCMMO will be annotated "CCMMO." Responsibilities assigned to MMO's are applicable to the Directorate/Battalion/Division MMO's.

1002. COMBAT CENTER ECHELON CAPABILITIES

1. First Echelon Maintenance. First echelon maintenance is maintenance performed by the operator of the equipment. All sections are authorized, and required to perform, first echelon maintenance for their assigned equipment.

2. Second Echelon Maintenance. Second through fifth echelon maintenance is performed by mechanics and technicians. The following echelons of maintenance apply:

<u>SECTION</u>	<u>ECHELON</u>	<u>EQUIPMENT</u>
Exercise Support Division	2d	"A", "B", "C", "D", "E", "H" TAMS
GMED	Economical Repair	"G" TAMS
Facilities Maintenance	Economical Repair	"B", "G" TAMS
TVISC	3d (Limited)	(audio/visual)
Headquarters Battalion	2d (armory)	"E" TAMS
RTE	5th (Limited)	"E" TAMS
C&D Directorate	Economical Repair	(commercial comm)

3. Third Echelon Maintenance. Third echelon maintenance (not performed by MCAGCC organizations) is performed by qualified technicians and mechanics of Combat Service Support Group-1 (CSSG-1) and the Combat Service Support Detachment (CSSD) assigned to the Combined Arms Exercise (CAX) force.

4. Fourth Echelon Maintenance. Fourth echelon maintenance is performed on a limited basis by qualified technicians of CSSG-1.

1003. STAFF RESPONSIBILITIES. The staff officers perform specialized duties and provide the CG with technical advice.

1. Division Heads, commodity managers, responsible officers, and Maintenance Management Officers will be able to advise their Director or Commander of their

readiness posture. The following are maintenance management functions that individuals in a maintenance supervisory role will perform to assure a high state of equipment readiness:

- a. Supervise the maintenance of equipment for which they are responsible.
 - b. Ensure that required maintenance resources (personnel, publications, tools, facilities, etc.) are available to perform the mission.
 - c. Ensure records and reports are properly maintained.
 - d. Participate in maintenance special programs, if applicable, to include the Recovery and Evacuation Program (R&E), Inspect and Repair Only As Needed Program (IROAN), and Marine Corps Corrosion Control programs.
2. Director, Manpower Directorate. Serves as principal staff officer in all matters pertaining to personnel management, assignment and replacement. Cognizant staff officers for specific commodity areas will provide recommendations to their perspective MMO who will then recommend optimum skill level distribution of personnel to the Director, Manpower Directorate. Every effort will be made to ensure assignment imbalances do not occur. The Director, Installations and Logistics Directorate (I&L), and the CCMMO, will assist Directors/ Commanders in the evaluation of maintenance personnel requirements.
3. Director, Operations and Training Directorate. Serves as the principal staff officer on matters pertaining to training, including equipment maintenance training and will coordinate with the COMMO concerning formal school requirements for maintenance personnel.
4. Director, Installations and Logistics Directorate. Serves as the principal staff officer on matters pertaining to logistics, including those matters relating to equipment maintenance. The Director will:
- a. Coordinate the logistical functions of the staff and operational elements; including all commodity areas.
 - b. Exercise staff cognizance over the CCMMO and all maintenance related areas.
5. Combat Center Maintenance Management Officer (CCMMO). The CCMMO will develop and manage the Combat Center's Maintenance Management Program, and is responsible for coordinating the proper utilization of all maintenance resources within the Combat Center. The CCMMO will have direct access to the Directors/Commanders on all matters concerning equipment readiness. The CCMMO will:
- a. Ensure that the Director, Installations and Logistics is informed of all maintenance matters which affect the accomplishment of the Combat Center's mission.
 - b. Assist MMOs/commodity managers/responsible officers in the establishment of quality control programs, in conducting an effective calibrations control program and the establishment of an effective modifications control program.
 - c. Assist MMOs/commodity managers/responsible officers in obtaining and maintaining technical publications and the proper maintenance of equipment files and records.
 - d. Revise the Combat Center Maintenance Management SOP as necessary to maintain policy that is current with other Combat Center and higher headquarters' maintenance related directives.
 - e. Assist MMOs/commodity managers/responsible officers in obtaining and maintaining appropriate tools and Test Measuring and Diagnostic Equipment (TMDE).

f. Recommend changes in the range and depth of the maintenance float.

g. Inspect the various Directorates/Divisions/commodities within the Combat Center organization and Headquarters Battalion to ensure compliance with this Manual and other applicable maintenance management directives.

h. Coordinate with the MMOs/commodity managers/responsible officers to ensure that maintenance and maintenance management personnel receive proper training. This duty includes assistance in the establishment and monitoring of maintenance training programs.

i. Assist in the coordination between section Supply Officers and the Material Issue Point (MIP), CSSG-1, to ensure that repair parts and Stock List-3 (SL-3) components are requisitioned and received in a timely manner.

j. Coordinate the procurement of maintenance funds with the Fiscal Officer.

6. Directorate/Battalion/Division Maintenance Management Officers (MMO). Each Directorate, Battalion, or Division that has more than one commodity area and authorized 2d echelon or higher maintenance capability in one or more commodity area shall appoint, as an additional duty, a maintenance management officer (MMO) and provide a copy of the appointing letter to the CCMO. This additional duty can be held by a SNCO or officer. The specific duties of the MMO are listed in Appendix A; with the page number where the duties are contained in this Manual. The following MMO's are responsible for maintaining a coherent maintenance management program for the commodities within their Directorate/Battalion/Division.

a. Operations and Training Directorate MMO

(1) Training Visual Information Support Center (commodity 1st through 3d echelon)

(2) Rifle Team Equipment Shop (commodity 1st through 5th echelon)

(3) Sergeant's Course Armory (commodity 1st through 2d echelon)

(4) Tactical Exercise Evaluation Control Group (commodity 1st echelon)

(5) Explosive Ordnance Disposal Unit (commodity 1st echelon)

(6) Range Maintenance Division (commodity 1st echelon)

b. Communication and Data Directorate MMO

(1) Electronics Maintenance Branch (commodity unlimited echelon)

(2) Telephone Branch (commodity unlimited echelon)

(3) Information Systems Support Branch (commodity unlimited echelon)

c. Headquarters Battalion MMO

(1) Armory (commodity 2d echelon)

(2) Provost Marshal Office (commodity 1st echelon)

d. Facilities Maintenance Division (FMD) MMO

(1) Engineer repair commodity (unlimited echelon)

(2) Garrison Mobile Equipment commodity (unlimited echelon)

e. Equipment Allowance Pool (EAP) MMO

- (1) Communications repair commodity (3d echelon)
- (2) Engineer repair commodity (3d echelon)
- (3) General Supply commodity (3d echelon)
- (4) Motor Transport commodity (3d echelon)
- (5) Ordnance commodity (3d echelon)
- (6) Electronics commodity (3d echelon)

7. Head, Supply Division. Serves as principal staff officer under the cognizance of the Director, Installations and Logistics. Responsibilities include management of organic accounts including supply support to the organic maintenance effort unless that supply support is provided by the Material Issue Point (MIP), CSSG-1.

8. Center Commodity Managers/Responsible Officers. The Combat Center is not structured to have personnel serving in the capacity of commodity managers as a primary duty; however, in order to establish a chain of responsibility and line of communication within the maintenance management network, the following sections will appoint a commodity manager or responsible officer. Responsible officers that operate a section where there is no commodity manager assigned will adhere to the responsibilities of the commodity manager as identified by Marine Corps directives and this SOP. An appointment letter of the following section's commodity managers/responsible officers will be forwarded to the appropriate Directorate/Battalion/Division MMO and the CCMMO for inclusion into the turnover files.

- a. Garrison Mobile Equipment Division.
- b. Range Maintenance Division.
- c. Training Visual Information Support Center.
- d. Rifle Team Equipment Repair shop.
- e. Sergeant's Course armory.
- f. Tactical Exercise and Evaluation Control Group communication section.
- g. Explosive Ordnance Disposal Unit.
- h. Headquarters Battalion armory.
- i. Provost Marshal's Office.
- j. Equipment Allowance Pool Communications Repair Section.
- k. Equipment Allowance Pool Engineer Repair Section.
- l. Equipment Allowance Pool General Supply Repair Section.
- m. Equipment Allowance Pool Motor Transport Repair Section.
- n. Equipment Allowance Pool Ordnance Repair Section.
- o. Equipment Allowance Pool Electronics Repair Section.
- p. Facilities Maintenance Division Engineer Repair Section.
- q. Facilities Maintenance Division Garrison Mobile Equipment Repair Section.
- r. Electronic Maintenance Branch.
- s. Telephone Branch.
- t. Information Systems Support Branch.

1004. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. Desktop Procedures

a. The frequent turnover of personnel often results in a lack of experience and continuity in day to day operations. Proper use of desktop procedures and turnover folders greatly improves the overall efficiency of an organization by providing a means for newly joined personnel to carry on maintenance functions.

b. Desktop procedures should not be all inclusive or formalized, but rather, a listing of significant items or notes pertinent to everyday operations within a particular billet. Some items to be included are:

- (1) Current references.
- (2) Detailed explanations of procedures for carrying out required duties.
- (3) Required reports with due dates and to whom the report is to be submitted.
- (4) Names and telephone numbers of counterparts and individuals who may need to be contacted.

2. Turnover Folders

a. Turnover folders are more general in nature and include information about policy, personnel, status of pending projects, references, management controls, functions of section/unit, and ways and means of accomplishing routine as well as infrequent tasks. The important consideration is that the contents of the folder should be directed toward rendering maximum assistance to the relief.

b. To be of real value, turnover folders will contain, at a minimum, the following:

- (1) Title of the billet.
- (2) To whom the individual occupying the billet reports and incumbents of billets subordinate thereto; including assignment letters.
- (3) The mission of the billet (broad billet responsibilities).
- (4) The functions involved in accomplishing the mission (principal action taken).
- (5) Tasks and basic operations regularly performed in accomplishing specific functions.
- (6) List of orders or other directives which are pertinent to the billet.
- (7) List of required reports, dates of submission, etc.
- (8) Relationship with activities both in and not in the official chain of command, including unofficial liaison and coordinating functions. Brief statements concerning the types of matters on which these agencies are consulted should be included.
- (9) Personal contacts within or external to the command, listing telephone numbers and/or addresses. The purpose served by the contact should also be included.
- (10) Miscellaneous information should be included; e.g., administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions. Include also any other data which might assist in carrying out the responsibilities.
- (11) Past, pending and anticipated projects should be itemized and continually kept current. A short resume of past projects considered unusually important, a status report of each pending project and a brief outline of projects considered worthwhile for future implementation should also be included.

c. At a minimum, individuals listed as follows will maintain turnover folders:

- (1) Maintenance Management Officer/Chief.
- (2) Maintenance Officer/Chief.
- (3) Section Commodity Manager/Chief.
- (4) Supply Officer/Chief.

d. Billets required to maintain desktop procedures:

- (1) QDR/MIMMS Clerk.
- (2) Publications/File Clerk.
- (3) Calibration/Modification Control Clerk.
- (4) MIMMS/Records Clerk.
- (5) Supply/Layette Clerk.
- (6) Tool Room NCO.
- (7) Battery Shop NCO.
- (8) Quality Control NCO.

3. All personnel required to maintain desktop procedures and/or turnover folders are "Key Personnel" and will be assigned in writing to the appropriate billet and duties. Original, or copies as appropriate, of the appointment letters will be maintained in the turnover or desktop folder. Those personnel required to maintain turnover folders will maintain a copy of the appointment letters for all their subordinate maintenance billet assignments. For example; the MMO will maintain assignment letters for all commodity managers under his cognizance. Commodity managers will maintain assignment letters for tool room NCO, MINMS clerk, etc. The CCMMO will maintain assignment letters of all of the subordinate MMO's and commodity managers.

4. Desktop procedures for each "Key Personnel" billet will be complete and separate from other billet's desktop procedures/turnover folders.

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CHAPTER 2

MAINTENANCE OPERATIONS

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MAINTENANCE MANAGEMENT SOP

CHAPTER 2

MAINTENANCE OPERATIONS

2000. MAINTENANCE POLICY

1. Scope. Maintenance on all organic equipment will be in compliance with current directives/technical publications and consistent with operational commitments and required scheduled periodic services. The maintenance program will include systematic inspection, detection and correction of possible failures before they occur. The effort by all personnel in leadership positions to stress the importance of sound maintenance procedures will positively affect the high state of equipment readiness desired at the Combat Center.

2. Types of Maintenance. Maintenance operations are principally directed toward accomplishing the following:

- a. Preventive maintenance (PM)
- b. Corrective maintenance (CM).
- c. Equipment inspection.
- d. Load testing.
- e. Equipment modification.
- f. Equipment calibration.
- g. Equipment support/publication control.

3. Preventive Maintenance (PM) and Corrective Maintenance (CM). The Directorate/Command MMO's will monitor and administer PM and CM programs per paragraphs 3002 and 3003 of reference (b); and references (c) and (d). Commodity managers/responsible officers will ensure that proper PM and CM practices are followed.

2001. ASSIGNMENT OF OPERATORS

1. Primary Operator. As practical, a specific operator/crew will be assigned to every principal end item of equipment for the performance of operator maintenance. In the case of crew served weapons, appropriate crews will be assigned. Where necessary, an operator may be assigned the responsibility for more than one item of equipment, e.g., prime mover and trailer combinations.

2. The following military or commercially procured equipment, unless a component of a major end item, are considered to be principle end-items:

- a. Motor driven equipment.
- b. Trailers.
- c. Radio sets.
- d. Generators.
- e. Flood lights.

- f. Switchboards.
- g. Radar sets.
- h. Crew served weapons.

3. Alternate Operator. Certain operational commitments may reduce the availability of assigned operators. In such cases the commodity manager/responsible officer may assign an alternate operator. While under their control, the alternate operators will perform all required operator's maintenance on that equipment.

2002. ALLOCATION OF MAINTENANCE TRAINING AND PERFORMANCE TIME

1. Maintenance Training. Equipment maintenance, operator maintenance, maintenance management, and maintenance supervisor training, will receive as much emphasis as that given to operational and tactical training. Training priorities for mission oriented and MOS training shall be in accordance with MCO P1200.7.
2. Scheduled Maintenance. Commodity managers will initiate appropriate procedures within their sections or shops to ensure that all necessary maintenance, to include PM/CM and modifications, are scheduled and completed in a timely manner. In all cases where the echelon of scheduled maintenance permits, operators or crews assigned to the equipment will be included in the maintenance action. The scheduling of PM'S should take into account predictable events that will interfere with such maintenance; e.g., field exercises, deployments, or holidays.
3. Maintenance Supervision. Competent supervisory personnel will be assigned to monitor and supervise scheduled maintenance periods. All maintenance will be performed in strict compliance with appropriate directives and publications. Those publications will be physically available during maintenance periods. Required parts and tools will be available at the start of the maintenance period.

2003. SHOP OPERATIONS

1. General. Each commodity manager/responsible officer shall establish policies on internal maintenance shop operations. These policies shall include:
 - a. Procedures for the scheduling of maintenance.
 - b. Quality control procedures.
 - c. Procedures to prevent unauthorized maintenance and abuse.
 - d. Modification control procedures.
 - e. Tool control procedures.
 - f. Test measuring and diagnostic equipment (TMDE) (Calibration) control procedures.
 - g. Resource (PEB, parts layettes, etc.) control procedures.
 - h. Publications procurement and control procedures.
 - i. Procedures for the management of maintenance related documents and records.
 - j. Procedures for the internal review of maintenance management functions.
 - k. Maintenance management, MOS and supervisory training program.

2. Designated Maintenance Areas. Maintenance will be performed in the following areas:

- a. Motor Transport/Engineer Maintenance/Ordnance - bldg 2044; and compound.
- b. Communications Maintenance - bldgs 2044, 1981 and 1529.
- c. Commercial Motor Transport (GMED) - bldg 1920.
- d. Commercial Engineer Maintenance (FacMaint) - bldg 1129.
- e. Audio and visual training equipment (TVISC) - bldg 1653.
- f. Rifle Team Equipment (RTE) - bldg 2144.
- g. Headquarters Battalion (Armory) - bldg 2026.
- h. Computer maintenance (ISSB) - bldg 1529.

3. Commodity managers/responsible officers will assign, in writing, key personnel within their shops/sections per paragraph 1004.3 of this Manual. The responsibilities of these individuals may vary in each section. The title of the billet, authority and responsibilities will be described for all shops/sections.

a. The commodity managers/responsible officers will direct and schedule all PM of equipment under their control and determine the priority of corrective maintenance.

b. The Directorate/Command Maintenance Management Officer will direct and schedule all CM on equipment under their control.

c. The Shop Chief enforces the maintenance policies of the commodity manager/responsible officer and Maintenance Management Officer.

d. Marine Corps Integrated Maintenance Management (MIMMS) clerks have the responsibility of ensuring that all Equipment Repair Orders (ERO's) submitted by commodity sections are properly completed per TM 4700-15/1G. Additionally, the MIMMS clerk will ensure that pertinent data is accurately entered into the MIMMS-AIS system in a timely manner.

e. The layette clerks have the responsibility of establishing layettes/ERO bins for equipment undergoing repairs. This includes receiving repair parts, issuing repair parts, appropriately annotating the EROSL/source document upon receipt/issue of the part and controlling access to the layette room. When all critical parts have been received, the layette room clerk will notify the appropriate shop chief so work may begin.

f. Directorate/Command Maintenance Management Officers will ensure that all equipment under their control is worked on in a timely and professional manner to preclude unnecessary delays.

g. Calibration clerks will maintain a viable up-to-date automated calibration program and ensure that all TMDE is maintained in the highest state of readiness.

h. Modification clerks will maintain a viable up to date modification program that ensures each piece of equipment requiring modification has had the modification incorporated or an open ERO showing the modification is being ordered or performed.

i. Publication clerks will ensure all publications required for maintenance of equipment are either on hand or on order.

j. Tool control NCO's will ensure all tools, sets and chests are inventoried per reference (b), and are maintained in a clean and serviceable condition.

4. Maintenance Administration

a. All maintenance services will be requested on NAVMC 11245, Equipment Repair Order (ERO), Shop Repair Order (SRO, NAVFAC 9-112005/4), or locally generated work request for commercial off the shelf (COTS) items, as appropriate. When properly executed and controlled, the ERO/SRO becomes an order for services and the authority to expend funds and requisition repair parts. ERO's/SRO's are used for transmitting work from the organizational level to higher echelons and will be completed per TM 4700-15/1G.

b. Priorities used for repairing equipment (less GMED) and ordering parts will be assigned per MCO 4400.16G. Not mission capable supply (NMCS) indicators will be assigned in accordance with UM 4400-124. The commodity managers/responsible officers will ensure the priority indicator assigned is consistent with the actual urgency of need.

c. CCBul 5000, Reinvention Laboratory, outlines procedures for requesting relief from policies or regulations that create stumbling blocks or obstruct the efficient and effective completion of MCAGCC's mission. This reference will be utilized to request alternate methods of maintenance administration or procedures.

5. ERO/EROSL Authorizations

a. The Directors or Division Heads, as appropriate, will designate in writing those individuals authorized to sign priorities to ERO's and EROSL's.

b. The Division Head/Commanding Officer will review and sign, or delegate the authority to review and sign, all priority 03 requests. When priority 03 is authorized, that authority extends to requisitions required to effect repairs. The Division Heads/Commanding Officer may delegate, in writing, authorization to requisition items with priority 03 when those items are required to support that repair which has been previously authorized via the ERO.

c. Authorization letters to sign maintenance and supply requisition source documents, with sample signatures, will be updated by the Directorate/Command M140 quarterly or as required.

d. Notification to change the priority/category code of equipment located at the intermediate maintenance activity will be submitted to the Commanding Officer, CSSG-1 (MSU). The letter must bear the signatures of all persons authorized to approve the priorities in question. A sample letter is contained in Appendix B.

e. Category codes may be changed on existing ERO's to reflect changes in the status of equipment by commodity managers. Changes will be made per UM 4790.5 or higher headquarters directives and reflect the true status of equipment. Commodity managers must ensure changes in category codes do not cancel job history of the equipment undergoing repair. Examples of category codes are as follows:

Code Definition

M Readiness-reportable equipment, critical repairs, that deadline the item.

N Readiness or nonreadiness reportable end items, noncritical maintenance.

P Nonreadiness reportable, requiring critical repairs which deadline or degrade its operational capability.

Code Definition

X Readiness-reportable, requiring critical repairs which do not deadline the item but degrade its operational capability.

C Component of an end-item which deadlines or precludes the end item from operating at its full capacity. Category Code "C" ERO's are primarily for intershop use. The status of the end item (deadlined or operational/ readiness or nonreadiness reportable) must be reported through the use of category code "M", "N", "P" or "X" ERO's. Category Code "C" is used to distinguish between repair for return to the end item/user as opposed to re turn to the supply system of a secondary repairable (maintenance float) as is the case of Category Code 0",

D Depot repairables.

F Secondary repairables.

K Calibration only.

0 Secondary repairable, shop overhead, preexpended bin items to maintain equipment. When category code 0 is used for shop overhead/preexpended bin items.

S SL-3 application of operation/crew (1st echelon).

f. In instances where an ERO has been upgraded the following steps will be accomplished concerning the ERO:

(1) The new priority code and date will be entered in the "Description of Work" block of the ERO.

(2) The person having the authority to upgrade will sign the "Mechanic's Signature" block of the ERO.

(3) In the case of 03 priorities, the Division Head or Commanding Officer, or designated individual, will complete the preceding steps.

h. EROSL priorities may be changed by submitting a written request to the MIP CSSG-1, citing the ERO number, the NSN, the document number and the new priority.

2004. EQUIPMENT EXCEEDING MAINTENANCE CAPABILITIES

1. General. Equipment requiring maintenance beyond the unit's authorized echelons of maintenance will be evacuated to the next higher echelon of maintenance authorized to perform the required repairs. At no time will equipment requiring the maintenance services of a higher echelon be held at the section level unless limited 3d echelon has been authorized (GMED will utilize authorized contract services as appropriate).

2. Induction Procedures. The following steps are established for inducting equipment into the intermediate maintenance facility for repair:

a. Determination by Quality Control (QC), and use of the appropriate technical manual, that repairs cannot be performed or are not authorized at the organizational level.

b. Equipment repair orders, Shop Repair Orders, or locally generated work repair orders, as appropriate, will be used for submitting all work requirements. Equipment repair orders and associated equipment records will be delivered to the assigned repair facility at the time equipment is delivered for repair.

c. Organizational maintenance must be complete to the extent that discrepancies do not affect or prevent the performance of requested intermediate maintenance. This includes a thorough lubrication and cleaning.

d. All collateral equipment, except for items which are required by the maintenance activity to perform the requested repairs, will normally be removed prior to evacuation. Fuel tanks will be half full.

e. Equipment involved in an accident or showing obvious signs of misuse/abuse must have an investigation completed to determine the responsibility for damages and costs associated with the repair. All vehicles pending an investigation will be reported administratively deadlined until the investigation is completed or until released for repair by the investigating officer. Only those vehicles actually combat deadlined will be reported as such. The person authorizing the repair must ensure that the investigation is complete, or has been released for repair by the investigating officer.

3. Equipment Acceptance. Upon notification that repairs have been completed, the owning unit's maintenance representative will take the yellow copy of the ERO to the IMA maintenance facility. If the yellow copy has been lost, a letter from the MMO, requesting return of equipment without the yellow copy, must be presented. The owning unit's representative and the IMA quality control inspector will jointly inspect the item. If both are satisfied that the required repairs have been completed, the unit representative will receipt for the item, on the white copy of the ERO. Items failing inspection will be reintroduced into the maintenance cycle for repair. Commodity managers must ensure that the name and phone number of the unit's representative to be contacted upon completion of repairs is clearly printed on all evacuation ERO's.

2005. PERFORMANCE OF MAINTENANCE SERVICES

1. Preventive Maintenance (PM). The commodity managers/maintenance officers program the scheduling and performance of the PM on their equipment. Preventive maintenance will be accomplished per the schedule and procedures established in applicable equipment technical publications. Equipment which does not have a specific PM schedule indicated in the associated technical manuals will use reference (b), Chapter 3 or reference (d) as appropriate.

2. Frequency. If equipment is operated under adverse conditions for a period of time, reference (b) authorizes the Division Head and Commanding Officer to reduce the interval between the performance of PM services when conditions indicate the need. Division Heads and Commanding Officers are also authorized to extend or defer PM services for the following reasons:

- a. Equipment is placed on administrative deadline.
- b. Equipment is placed in administrative storage.

The criteria and PM requirements are depicted in references (b), (c) and (d). Test, Measurement, and Diagnostic Equipment (TMDE) placed in administrative storage/deadline must be classified as inactive and an "Inactive" label affixed.

c. Daily PM Services: These services are performed by the operator or crew each day the equipment is operated. These daily PM services for tactical equipment and operator inspection and services for GME are divided into before, during, and after operation services and operator inspection and services for GME. Discrepancies noted during these phases are to be recorded per TM 4700-15/1G and Figure 7-1 of reference (c).

(1) Before Operation Service. This service is performed on equipment to ascertain whether or not its condition has changed since last observed and to ensure it is ready for operation. A wide range of events may occur between service checks; e.g., physical damage from handling, corrosion or electrical connections, leakage of lubricants, coolant, operating fluids, or tactical situations. A trained operator or crew should efficiently perform this service as a matter of habit. If equipment is found to be unserviceable or requires PM, appropriate action will be taken to effect the required repairs and prevent further damage.

(2) During Operation Service. While operating the equipment, an operator or crew should be alert for any unusual noises or odors, abnormal instrument readings, or any other irregularity which may indicate the equipment is malfunctioning. When the equipment is not operating, all deficiencies noted during operation should be investigated and corrected or reported.

(3) After Operation Service. The purpose of the after operation service is to prepare the equipment to operate at a moments notice. The operator or crew will inspect the equipment thoroughly to detect any deficiencies which may have developed during operation. Assemblies which require inspection or service while still at operating temperature should be inspected as soon as possible after equipment operation has ceased. Report defects to the equipment chief.

d. Weekly PM Service. Weekly PM services are those designed to reinforce daily PM services under the supervision of qualified personnel. Performance of weekly PM services by the operator or crew without adequate supervision can be detrimental to the preventive maintenance program. Weekly PM services will be organized, supervised and appropriate TM checklists will be used.

e. Scheduled Preventive Maintenance (SPM). Scheduled maintenance is maintenance performed by the second echelon maintenance personnel on a semiannual, annual, or biannual basis. The scheduling of maintenance is the responsibility of the commodity manager. Guidance for managing SPM is found in references (b), (c) and (d). The appropriate technical manual (TM) provides specific details for the conduct of the required SPM.

f. Special Nonscheduled PM. Although the performance of PM is generally cyclic, circumstances may cause noncyclic PM's to be conducted. In these situations, a Limited Technical Inspection (LTI) may be performed by maintenance personnel. This service will determine both equipment completeness and whether it meets required performance criteria.

(1) New equipment to include equipment received from the Operational Readiness Float (ORF) will have an acceptance LTI performed upon receipt of and maintenance performed prior to the equipment being placed in service. (Currently there is no ORF at the Combat Center)

(2) Equipment scheduled for deployment or returning from deployment will receive a joint LTI prior to receiving the equipment.

3. Commodity managers will ensure their equipment receives all the required maintenance service in a timely manner. They will ensure adequate supervision is available to see the required PM's are performed in accordance with current TM's and directives.

4. Phases. The maintenance process is divided into four phases to increase efficiency in both procedures and management.

a. Acceptance Phase. The acceptance phase is the initial step of the maintenance process. It consists of inspection, scheduling, and assignment of equipment to the appropriate shop section.

(1) The purpose of the acceptance inspection is to ensure that an item of equipment is ready for the initial diagnosis of the equipment failure or component malfunction and to make a determination as to what course of maintenance action is required. Acceptance inspection procedures are as follows:

(a) Determine the appropriate operator maintenance, including cleaning has been performed. Equipment will not be accepted if the required equipment records are not with the piece of equipment. Collateral equipment shall be removed and stored and the ERO annotated unless such equipment is required during the maintenance action.

(b) Verify that the ERO has been properly prepared, to include matching the equipment serial number and identification number with the appropriate information on the ERO.

(c) Accept the equipment and annotate the acceptance on the ERO.

(d) Assign a production priority for use within the maintenance shop. This priority will be based on the ERO priority, date received in shop and upcoming commitments/deployments.

(2) The purpose of acceptance scheduling is to have equipment requiring maintenance arrive at the facility when required maintenance resources are available. This procedure allows the equipment owner maximum operational use while avoiding large numbers of equipment awaiting maintenance. Acceptance scheduling is normally applicable to all PM, modification, or nondeadlining repairs. It requires close coordination between the equipment owner and maintenance section to be effective. Procedures for acceptance scheduling are as follows:

(a) Acceptance of an ERO by maintenance. Acceptance by maintenance includes establishment of a date for delivery of the equipment for the required service.

(b) Determine the parts required for the service and initiate an EROSL to requisition parts for the service.

b. Induction Phase. The induction phase is the physical commitment of the ERO and associated equipment requiring maintenance to the assigned shop. Induction of equipment into a specified shop will be per the priority established in the equipment acceptance phase. The maintenance section will call for the equipment when the necessary resources are available to complete the required repairs.

c. Active Maintenance Phase. Production actions performed following induction of the ERO and its associated equipment into the maintenance shop constitute the active maintenance phase and the beginning of the repair process. This phase is performed in a sequence of logical steps designed to ensure that required maintenance is conducted in an efficient and effective manner. During this phase, continual emphasis is placed on quality control of the maintenance actions and tasks performed. The following steps will be followed in the active maintenance phase:

(1) Personnel assigned to perform the required maintenance will perform a detailed inspection of the equipment. This inspection includes:

(a) Locating, identifying and inventorying the equipment and its components.

(b) Verifying all paperwork is complete and accurate.

(c) Checking the status of required modifications. This check may involve the physical examination of the equipment, appropriate records, the SL-1-2 and the TI-5600 series for applicable modifications.

(2) Preparation for the performance of maintenance actions includes the assembly of the appropriate technical manuals and other technical data and support and test equipment. Maintenance personnel will ensure that the required materials and repair parts are on hand. Adequate preparation reduces the actual time required to perform the maintenance and that maintenance actions are not initiated when the required resources are not available.

(3) Identifying the cause of the equipment malfunction is accomplished through the use of appropriate support and test equipment and proper procedures as described in applicable technical manuals. Once the problem is isolated and diagnosis confirmed, a cost estimate is computed to determine if the equipment is economically repairable.

(4) Requisitioning the required materials and repair parts is next. Prior to requisitioning parts and materials, maintenance personnel will verify their requests by proper research procedures.

(5) Fault correction and PM services will be accomplished using the applicable TM's and established maintenance procedures. Maintenance actions will be properly recorded on the ERO and on equipment records, as appropriate.

(6) Check the completed maintenance actions by performing the necessary final adjustments and calibration using the applicable technical publications.

(7) Ensure quality control verifies that required maintenance actions have been properly completed and that equipment and shop records are complete. The equipment checkout will be conducted by qualified supervisory personnel. Equipment which does not perform satisfactorily will be rejected and corrective maintenance action taken. Acceptable performance results in completion of the active maintenance phase.

(8) Support and test equipment, including tools, will be cleaned, serviced and inventoried as appropriate. Technical publications must be returned to the library.

d. Maintenance Close-out Phase. The maintenance close-out is the last phase.

(1) The close-out phase commences when the required maintenance has been performed and the serviceable item is to be returned to the using unit, or further maintenance requirements dictate evacuation to a higher echelon.

(2) Maintenance managers will ensure the close-out phase is accurate, complete and coordinated. Equipment records will be completed correctly per current directives.

5. New Equipment. An acceptance LTI will be conducted prior to putting the new equipment into service and will include correction of minor defects, modification, verification and installation, and equipment records updating.

2006. RECORDS

1. Maintenance Records. Maintenance records provide the information required by each level of command from the unit/shop level to Headquarters, Marine Corps. The validity of maintenance related decisions is directly related to the quality of associated equipment and resource records.

2. Policy. Marines involved with equipment and resource records will ensure that all records are up to date and accurate, complying with current directives. TM 4700-15/1G contains detailed instruction concerning the purpose, use and completion of maintenance records.

a. The preparation and maintenance of equipment records is the responsibility of the section holding the equipment. Commodity managers/responsible officers will establish procedures to ensure that records reflect maintenance actions accomplished by either the shop or IMA.

b. All equipment records will be reviewed quarterly. When an ERO is opened for PM or CM the entire jacket will be inspected. When an ERO is closed the record jacket will be inspected to ensure all forms are complete and correct.

c. When an ERO status changes more than once, only the last status of the day needs reporting.

d. An ERO Control Log will be maintained by each shop, containing at a minimum the ERO number, day opened, serial number and date closed.

e. An ERO tub will be used per TM 4700-15/1G.

3. Responsibility. The preparation and maintenance of equipment and resource records are holding unit responsibilities. Entries will be made in the records at the time maintenance or maintenance related action is completed. Commodity managers/responsible officers are responsible for the upkeep and maintenance of their respective equipment and resource records. The MMO is responsible for the review of all equipment and resource records to ensure that record keeping procedures comply with current directives.

4. Record Improvement Reviews. As part of the Combat Center's internal inspection program, the CCMO will visit every commodity area at least annually. A thorough review and inspection of existing records (record jackets, tool inventories, PM schedules, etc.) will be accomplished. The inspection will cover the following areas:

a. Accuracy of records.

b. Ways to improve record formats.

c. Minimum use of locally developed records.

2007. ERO FLOW AND MIMMS REPORTS. The following paragraph applies only to those activities aboard the Combat Center supported by ATLASS and MIMMS/AIS; e.g., ESD, TEECG, EOD and Range Maintenance.

1. General. Those activities supported by SASSY and MIMMS/AIS will ensure accurate and timely entry of maintenance management information into those systems. Those activities not supported by ATLASS or SASSY/MIMMS/AIS; e.g., GMED, Facilities Maintenance, Headquarters Battalion, will ensure equipment maintenance status is reported on locally prepared formats. Although most of the following discuss ERO flow as it pertains to MIMMS/AIS, many of the procedures can be applied to non-MIMMS/AIS supported activities. See Appendix C for SRO completion procedures.

a. MIMMS/AIS reporting begins at the user level with the initiating of a 2d echelon ERO (NAVMC 10245). A 2d echelon ERO will be prepared for all preventive and corrective maintenance, and calibration evacuation actions.

b. All 2d echelon ERO's will be turned into the maintenance support section. The maintenance support section will ensure the accuracy of all information on the ERO and will enter this information into the MIMMS/AIS system.

c. All ERO's will be filled out per TM 4700-15/1G. Proper category codes, defect codes and job identification codes can be found in UM 4790-5. Proper utilization of priorities is detailed in MCO 4400. 16G.

d. The distribution of all reports will be handled by the respective MMO. Each maintenance section is responsible for the reconciliation and validation of these reports with their MMO.

e. When properly utilized, the MIMMS/AIS reports are a valuable management tool at all levels.

2. Intershop EROs. Intershop ERO's (Cat Code C), will be utilized when components of an end item requiring repair at a different shop of the same echelon within the Combat Center.

a. As an example, the TEECG communications maintenance shop opens a category "M" ERO on a radio vehicle (AN/MRC-XXX), using the TAM, ID, and serial numbers of the radio from the vehicle data plate. The vehicle is the cause of the deadline and is sent to the Exercise Support Division (ESD) motor transport shop on a category code "C" ERO, using the TAM, ID and serial numbers of the AN/MRC-XXX.

b. When a Cat Code "C" ERO is opened, a three-card will be submitted listing the nomenclature of the component. The TAMCN, ID and serial number will be that of the end item. This will cause the Cat Code "C" ERO to be posted to the weekly owning unit TAM Report under the TAM of the end item.

3. Evacuation EROs. When equipment is evacuated to a higher echelon, an ERO will be prepared for both echelons. The evacuation ERO will utilize the end item serial number and ID number. The ERO will be authorized by the owning unit's maintenance facility and will have the same request number as the ERO of the lower echelon ERO opened on that equipment. The ERO, equipment, and record jacket will be delivered to the higher echelon with a representative of the maintenance facility. When equipment is turned in to the higher echelon (IMA), the MIMMS clerk at the higher echelon shop will do the following:

a. Assign an ERO number to the ERO.

b. Ensure the "accepted by" block of the ERO is filled in.

c. Give the yellow copy of the evacuation ERO to the maintenance representative.

4. Equipment Repair Order (ERO) distribution procedures are as follows:

a. The original (white) copy is maintained by the commodity effecting maintenance services. The white copy will reflect all maintenance information recorded on the green, shop action copy. Upon completion of required maintenance, the white copy will be filed in the equipment record jacket per TM 4700-15/1G.

b. The administrative (pink) copy will be used as the source document to start a record trail into the MIMMS. After the ERO is originally filled out, the pink copy will be used for keypunching into the Field Maintenance Subsystem (FMSS). Upon return of the pink copy, it may be utilized as an aid in accounting. It will be used as a receipt for equipment run on "unit recall." When the item is accepted for unit recall, all copies of the ERO will be held by the maintenance activity and the operable item will be retained by the requesting unit.

c. The shop (green) copy may be utilized as a shop action copy. All work must be transferred from this copy to the white copy. The green copy will be filed and maintained for one year, the maintenance facility, if the unit performing the maintenance is not the owning unit.

d. The receipt (yellow) copy will be retained by the unit requesting maintenance support as a receipt for equipment held by the supporting maintenance facility. This copy will be maintained in the owning unit's ERO pending file until repairs are completed. It is then presented to the supporting maintenance facility at the time of maintenance close-out and customer notification for equipment pickup.

5. Equipment Repair Order Reporting. Sections will deliver prepared ERO's to the individual authorized to sign outgoing ERO's. MIMMS readiness input is normally accomplished automatically by submission of the ERO information into the MIMMS/AIS utilizing the pink copy of the ERO. The ERO and MIMMS/AIS will reflect the same information.

6. When "unit recall" status is used, the equipment is returned to the owning section pending receipt of noncritical part(s). The yellow copy will be returned to Equipment Maintenance, with the pink copy being used for administrative purposes by the requesting unit. "Unit recall" will be utilized only when the following applies:

- a. The ERO is open at a supporting maintenance facility.
- b. The ERO has parts on order.
- c. The equipment is not combat deadlined or degraded.
- d. The Division Head has asked for its return.

7. Equipment Repair Order Matrix

- a. The Combat Center's ERO Matrix is listed in Appendix D.
- b. The number of ERO's per shop section may vary depending on that section's requirements. The MMO will maintain the most current list of authorized ERO's per shop section.

8. Systems Requirements. All data will be derived from the ERO and EROSL prepared by the maintenance activity. Maintenance personnel will extract all necessary information and submit the appropriate data on a "0", "3", "4", "8", or "9" card transaction as required. All transactions will be closely monitored by commodity managers/responsible officers.

9. Reports. Distribution of daily and weekly reports is made by the MMO.

10. Validation/Reconciliation MIMMS/AIS. Marine Corps Integrated Maintenance Management (MIMMS) clerks, Maintenance Supervisors and the MMO will ensure quality assurance of the MIMMS/AIS per Appendix E.

11. The Daily Transaction Listing (DTL)

a. Shop MIMMS personnel will actively work the Daily Transaction Listing (DTL) daily to correct input discrepancies. Each transaction made on the previous day will appear on this listing according to the following criteria:

- (1) Transactions processed with no errors.
- (2) Transactions processed with noncritical errors.
- (3) Transactions which did not process.

b. Corrective action will be taken within 24 hours by shop MIMMS clerks on error codes listed on the DTL using UM 4790-5.

c. Commodity managers/responsible officers will ensure that appropriate action has been taken in a timely basis.

12. Readiness Report. The the Directorate/command MMO's will stand prepared to brief their Director/Commander, concerning equipment readiness, on a weekly basis. Utilization of MIMMS output reports or locally generated readiness reports should be available for the Director/Commander briefs.

2008. MODIFICATION OF EQUIPMENT. The Marine Corps equipment modification program consists of certain maintenance actions required to effect necessary design changes in the assembly, characteristics, systems, or components of equipment to improve equipment functioning, maintainability, reliability and/or safety. All commodity managers are required to operate modification control programs per MCO P4400.84, TM 4700-15/1G, UM 4790-5 and references (b) and (d).

1. General. Modifications control discussed in references (a) and (b) will be established and monitored by the Commodity Manager.

2. Modification Control. The MMO will monitor the modification control program. Commodity managers/responsible officers will establish a modification control program. The commodity managers/responsible officers will apply or verify all modifications required for each end item as indicated in the current SL-1-2. Paragraph 3004.5 of reference (b) has detailed procedures for the modification control program.

a. Commodity managers/responsible officers will utilize the SL-1-2 to ensure that the commodity's modification control records are accurate and up-to-date.

b. All modifications will be verified/incorporated on each piece of gear while in the maintenance cycle. This information will then be recorded on the white copy of the ERO, the appropriate modification record and when required by the Modification Instruction, on the equipment record jacket when completed.

c. All modifications will be performed at the lowest echelon of maintenance. The work will be accomplished by a qualified individual.

3. Requesting Modifications Within Own Echelon of Maintenance

a. Utilizing the SL-1-2, the commodity manager will determine which MIs apply to each type of equipment.

b. Once the applicable MIs have been determined, the commodity manager will determine if the modification has been applied. The NAVMC 11054 (Commodity Manager's Modification Control Record) will be updated.

4. Requesting Modifications From Higher Echelons of Maintenance. If the modification control point is unable to determine if the modification has been completed, the equipment will be evacuated to the next higher echelon for determination and/or completion of the MI as required. Commodity managers will open an ERO to evacuate the equipment and annotate the ERO number in the appropriate column by serial number on the NAVMC 11054. If the MI has been completed and verified, the commodity modification control record will be annotated with a "v" and the Julian date in the appropriate column by serial number. Additional information is contained in reference (b) and TM 4700-15/1G.

2009. SUPPORT AND TEST EQUIPMENT (TEST MEASURING AND DIAGNOSTIC EQUIPMENT)

1. General. Support and test equipment consists of all necessary tools required in servicing, adjusting, repairing, testing, and calibrating a piece of equipment as required by the appropriate technical manual. The principal use of this equipment cannot be fully realized unless adequate amounts and types are provided to accomplish the full scope of test or calibration. Once provided, this equipment will be properly tested, inspected, serviced, calibrated and used in order to achieve an effective maintenance program.
2. Allowances. Authorized amounts of support and test equipment are established in a unit's T/E and special allowances. Constant T/E reviews will be conducted by the MMO to ensure the authorized amounts are consistent with the unit's mission, authorized echelon of maintenance and the density of equipment to be supported. Requests for increases in authorized allowances will be submitted per the current TAM.
3. Responsibility. Commodity managers/responsible officers are responsible for test and measurement equipment within their respective areas. Calibration control programs will be established and maintained within each commodity per Appendix D of reference (b) and of TM 4700-15/1G. The MMO will monitor the calibration programs with the commodity sections. Test measuring and diagnostic equipment requiring calibration will be evacuated to CSSG-1 for appropriate testing and certification no earlier than 15 days prior to and no later than the calibration due date. Garrison mobile equipment division is authorized the use of contractor or dealer calibration services. "Special Calibration" will be used to the maximum extent possible. Test measuring and diagnostic equipment will be issued and receipted for under the same procedure used for sets, chests and kits.
4. Calibration Control. An automated calibration control system will be used by units of the Combat Center. The calibration program is conducted per MCO P4733.1B and TM 4700-15/1G. Commodity managers and responsible officers will ensure equipment requiring calibration is completed by evacuating equipment to the Calibration Facility, CSSG-1.
5. Identification of Calibration Requirements. Using the unit's T/E and allowance list (to include special allowances), the commodity manager must identify all items of TMDE authorized. A technical instruction in the 4733 series identifies most equipment requiring calibration. However, a more accurate source is the Management Data List. An operational test code (OTC) of "3" indicates that the item requires calibration. If a question still remains concerning the need for calibration, the personnel at the calibration facility should be consulted.
6. Infantry Weapons Gage Calibration Exchange Program (IWGCEP). Infantry weapons gages calibration control records will be maintained per TM-4700-15/1G and inducted for calibration per TI-4733-15/11.
7. Maintenance. Tools and test equipment will be properly maintained in the highest obtainable readiness status by ensuring required modifications are installed, calibration is accomplished when due and the required preventive/corrective maintenance is completed. Preventive maintenance and CM of test equipment will be conducted per the appropriate technical manuals.
8. SL-3 Components. Current SL-3's or SL-3 extracts will be maintained with the equipment per UM 4400-124. Requisitioning of SL-3 components for test equipment will be performed in the manner described in paragraph 3001.4 of this Manual.

2010. SAFETY. The Combat Center Safety Program is outlined in CCO P5100.15. Safe equipment and maintenance operations are due largely to supervision, positive attitudes, adherence to basic safety procedures and common sense on the part of all concerned.

1. While section leaders are responsible for their sections, every Marine has a primary responsibility for safety. A good active safety program can assist in the attainment of the highest possible degree of readiness through the prevention of ground mishaps and the conservation of personnel and material assets.

2. Equipment TM'S provide safety do's and don'ts for each type of equipment. The following general safety precautions are provided:

a. Accident Prevention and Reporting

(1) Engineer vehicles, due to design, do not meet the requirements for traveling on public roads; particularly during the hours of darkness. All Cranes/RTCH's/Fork lifts that are dispatched off the confines of the Combat Center will be accompanied by an escort vehicle.

(2) Accidents involving government equipment will be reported and investigated per JAGINST 5800.7 and reference (e).

(3) Operators of government equipment involved in an accident will comply with the following:

(a) Stop and render assistance to all injured persons.

(b) If the vehicle constitutes a hazard, place a warning device at least 200 feet from the vehicle in each direction of approaching traffic.

(c) Follow instructions contained in the accident report package.

(d) Operators will not make any statements, express any opinions, or make any official accident report, such as the SF-91, available to any nonmilitary individual or organization.

b. Operator Safety

(1) Operators will not smoke while operating government vehicles.

(2) Troop formations will have the right of way at all times. Equipment will not exceed five miles per hour when passing troop formations.

(3) No member of the Combat Center will operate any government vehicle/equipment while under the influence of alcohol, narcotics, drugs, medications, or any other substance which may affect ability to properly and safely operate a vehicle.

MAINTENANCE MANAGEMENT SOP

CHAPTER 3

SUPPLY SUPPORT

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MAINTENANCE MANAGEMENT SOP

CHAPTER 3

SUPPLY SUPPORT

3000. GENERAL INFORMATION

1. The key to an effective Combat Center Maintenance Management Program is the availability of sufficient repair parts and materials required to perform preventive and corrective maintenance services. Accurate identification of repair parts and timely processing of demands is the cornerstone of equipment readiness. The goal of supply support is to provide the appropriate repair parts and materials for maintenance efforts on a timely basis. The culmination of supply support efforts is aggressive follow-up actions on pending demands.

2. The requisitioning, receipt, and storage of repair parts and materials shall be conducted per UN 4400-124, reference (b) and this Manual.

3. Procedures to be followed by GMED are different and described in Appendix C.

4. Paragraphs 3001.1 through 3001.4 refer to ATLASS/SASSY supported activities. Non-ATLASS/SASSY supported units will requisition parts through the PCO per reference (f).

3001. REPAIR PARTS REQUEST SYSTEM

1. The performance of maintenance services requires that the equipment owner open an ERO. The commodity manager will requisition repair parts and maintenance materials in a timely manner. When repair parts or materials are required to complete such services these requirements will be listed and forwarded to the appropriate supply source on an ERO Shopping/Transaction List (EROSL NAVMC 10925).

a. Instructions for completing the form are found in TM 4700-15/1 and UN 4790-5.

b. The EROSL becomes the permanent record of receipt for pending/issue demands. Also, the EROSL is used as the source document for entry of demands into MIMIMS-AIS.

c. All EROSL's will be processed by the criteria set forth in MCO 4400.16G. The priority of the EROSL will never exceed the priority of the ERO unless the equipment is evacuated to the intermediate maintenance facility at CSSG-1.

2. Prior to processing the EROSL, the maintenance section will review all information contained on the EROSL and ensure this information is accurate and complete prior to its submission to the unit's Due-In Status File (DASF) clerk or Material Issue Point (MIP) at CSSG-1.

3. EROSL Processing Procedures

a. The commodity manager will ensure that an ERO is open and resident on the Daily Process Report (DPR).

b. The commodity maintenance shop will prepare an original and three copies of the EROSL.

(1) Submit to the unit's DASF clerk all copies of the EROSL. The DASF clerk will initial the appropriate line, verifying receipt, and return one copy to the shop section. The EROSL will be returned to the shop section for correction if any errors are discovered.

(2) The DASF clerk will pass the EROSL to the fiscal clerk for appropriation of funds. The fiscal clerk will retain one copy for the files, returning the original and one copy to the DASF clerk.

(3) The DASF clerk will assign a document number to those items of the EROSL, returning the original and those copies not needed to the shop section.

(4) The DASF clerk will then enter the information into the ATLASS/SASSY system.

c. Processing of Class IX and SL-4 components: The MIP is the issue point for repair parts (material usage code "7"). It is also the authorized issue point for certain SL-3 items. These are designated by a Material Information Code (MIC), code "B" on the Material Header Information File (MHIF).

(1) The DASF clerk will forward all requisitions to the MIP, CSSG-1 using a courier disk with information extracted from the ATLASS/SASSY system. This can be done either physically or by LAN.

(2) The MIP, CSSG-1 will issue the parts, if in stock, or forward the requisition to the SASSY Management Unit (SMU), 1st FSSG.

(3) The issue/receiving clerk will pick up repair parts directly from MIP. The sections' supply clerks (layette clerks) will pick up their parts from unit supply.

(4) All supply clerks receipting for parts at the MIP will document each repair part package with the ERO number and document number.

d. Processing EROSL's for Secondary Repairable Parts: Maintenance Float, MG801, CSSG-1.

(1) Requisitions for secondary repairable parts from MG801 will be made using the EROSL.

(2) If the Maintenance Float has the required secondary repairable in stock, a direct exchange ("DX") for the broken secondary repairable will be completed. If the requested secondary repairable is not in stock, MG801 will establish a backorder.

e. On transactions not dealing with the ATLASS/SASSY system e.g., use of PEB items, scrounging of parts, the mechanic/technician will make an original and one copy of the EROSL. To show usage, the original will be sent to the section MIMIMS clerk for processing and entering into the MIMMS-AIS records.

f. For nonsupply transactions, complete the parts request form with either an advice code of "99" or authorizing entry of "2". This type of transaction requires no input in the supply system.

4. Non-System Additional Demands. These items of supply cannot be procured directly through the ATLASS/SASSY system.

a. Requirements for Non-System Items (NSI) will be validated by the Unit Supply Officer with the appropriate maintenance shop to ensure the part number does not have a corresponding NSN listed in a current reference manual or FED LOG.

b. Commodity managers may want to consider ordering the next higher assembly to receive the item much more expeditiously and probably at less cost, considering the expense that is usually involved in procuring a non-system item.

c. The NSI requisition should be screened against the local SMU's NSI catalog by manufacturer's code, part number and by the item's nomenclature.

d. The SMR code of the item should be reviewed to determine the manner of acquiring support items for maintenance, repair and overhaul of end items.

e. Personnel ordering parts must be aware of and understand all applicable directives as well as the SMR codes and their use.

f. When requisitioning NSI from the MIP, the EROSL and the NSI data sheet will be used.

(1) A copy of the face of the manual and the page with the requested item highlighted should accompany the NSI part number requisition.

(2) Instructions concerning the preparation of an NSI/part requisition are contained in MCO 4400.147.

g. It is mandatory that a manufacturer's code or part number be cited exactly as it appears in the publication. This includes all dashes, slashes and letters.

h. Reference (f) contains instruction for non-ATLASS/SASSY validation procedures.

5. Priority Designators for Repair Parts. Priority assignments for EROSL's will be consistent with applicable ERO's. In situations where an ERO priority has been raised and subsequently lowered due to critical repairs on combat essential equipment, the repair part priorities will vary with the repair categories of the ERO.

a. Force/Activity Designator (FAD) Assignments. Force/Activity Designators (FADs) are authorized by the Commandant of the Marine Corps (Code LPP-2) as stated in the logistics capabilities section of the Table of Organization cover letter. The Combat Center is authorized the use of FAD IV. Force/Activity Designator IV authorizes repair/requisition priorities: 07/09/14. Force/Activity Designator III authorizes repair/requisition priorities: 03/06/13. The following sections have special authorization to use FAD III.

(1) Direct Supply Stock Control for consumable material directly related to the CAX program (not to include routine stock replenishment).

(2) The Combat Center CEO for those maintenance requirements directly related to CAX support.

(3) Exercise Support Division.

b. Non-Mission Capable Supply (N1~4CS) Indicators

(1) To allow ATLASS/SASSY to differentiate between the priorities of requisitioned repair parts, NMCS indicators will be used to the maximum extent possible.

(2) Non-Mission Capable Supply indicators are defined below:

(a) "E" - This repair part may cause the deadlining of the item if not replaced within a reasonable time frame.

(b) "N" - This repair part is deadlining an end item and is needed due to operational/readiness considerations.

(c) "9" - Expeditious handling for priority 03 deadlining equipment (not valid for MG801 documents).

c. Usage of Priority Designators/NMCS Indicators

CATEGORY CODE	REQUIRED PRIORITY	NMCS	NOTE
M	03/07	9, N, E	1
M	06/09	N, E	2
X	03, 06/ 07, 09	E	2
P (Deadlined)	03, 06/ 07, 09	N, E	
P (Degraded)	06/09	E	
C	03/07	N, E, 9	
C	06/09	N, E	
N	13/14		
S	13/14		3

Note 1: Use of NMCS indicator "9" requires expeditious handling per MCO P4400.16, be met.

Note 2: To use NMCS indicator "E," that particular part cannot be one of the deadlining parts on a Cat Code "M" ERO.

Note 3: SL-3 items which seriously degrade or deadline a Readiness Reportable End Item will be requisitioned against a Cat Code "M" "X", or "C" ERO.

6. Non-Mission capable supply indicators will be used for all priority 03 and 06 repair parts. Those individuals assigned in writing authorized to assign NMCS indicators will do so per UN 4400-124 and this Manual.

7. Required Delivery Dates (RDD). Commodity managers/responsible officers will ensure that when repair of combat/mission essential equipment is required to meet operational commitments, the equipment will be inducted into the maintenance cycle with an established RDD. The RDD delineates the latest possible day the equipment must be ready to meet operational commitments. All supply actions required to assist in the repair of combat/mission essential equipment must be expeditiously handled to meet the established RDD. If equipment has been evacuated to the IMA, a letter will be prepared, and sent via the chain of command, to the Commanding Officer, CSSG-1 requesting an RDD for a specific ERO.

3002. REPAIR PARTS CONTROL

1. The acquisition of repair parts is a critical phase in the maintenance cycle. This phase will be closely monitored by all commodity managers/responsible officers and the MIMO.

2. All commodity managers/responsible officers will use the following procedures for handling repair parts.

a. Receipts. Each commodity manager will assign personnel, in writing, to receipt for all parts received from Supply, and the Maintenance Float Activity. The MMO will consolidate the lists and submit them to the appropriate supply source.

b. Storage. Parts received and not immediately installed on the equipment will be placed in an ERO layette. No repair parts (except those authorized as preexpended bin items) will be maintained by the maintenance shop unless an ERO and EROSL can be matched with repair parts in the layette.

(1) Individual parts layettes will be identified by ERO number and/or serial number.

(2) Once a part is received it should be placed in the layette, the EROSL will be annotated with the date and quantity received under that document number. The layette clerk will then legibly sign the annotations.

(3) When a part is given to the mechanic to apply to the equipment, the mechanic will date and sign the right side of the EROSL.

(4) The layette will be inventoried biweekly to ensure the on-hand parts and back orders balance with the ERO and EROSL.

3. Parts No Longer Required. Repair parts on order that are determined to be no longer necessary for one ERO may be transferred to another ERO or canceled. Proper inspection and diagnosis of equipment deficiencies is mandatory to keep this practice to a minimum and eliminate unnecessary parts requisitioning.

4. Cross Utilization of Parts. Repair parts designated for one ERO, may be used on a different piece of equipment when authorized by the Division Head or designated representative. Parts authorized for cross-utilization must be resident in MIMIMS. It is the responsibility of the commodity manager to ensure the submission of the following:

a. Enter a 9 in card column 27 of the "8-Card/CANC/transfer" to create a ATCLASS/SASSY ZM1 to transfer an open parts record from one ERO to another ERO when the advise field (CC27) of the open parts record is other than SF, 99, WP, or IN.

b. If the authority equals 9, CANC is moved to the DATE-RCVDCANC filed and the DATE-RCVD-CANC prompt is omitted.

c. Any parts that are being transferred will be noted on the EROSL's of both ERO's.

5. ERO Parts Bin Control. Commodity managers/responsible officers are responsible for the control and maintenance of ERO parts bins (layettes). Equipment repair order parts bins are a means of controlling and accounting for repair parts. The ERO bin will be established when the first repair part is received for that ERO.

a. An ERO bin is an area where receipted repair parts are stored pending installation. The bin, shelf, or box will be labeled with the respective ERO number. Larger parts, which will not fit into the bin, will be tagged with the ERO number and held in a specified area and the location noted on the EROSL.

b. Repair parts are traced from requisition to receipt by the maintenance activity through ATCLASS/SASSY and MIMMS outputs. However, once repair parts are received, automated accounting stops. Accordingly, the EROSL parts quantities, Julian date, and the parts clerk's initials will be annotated to indicate receipt of the repair parts by the maintenance activity from the supply source. The DPR will be annotated with the receipt date.

c. Repair parts issued to the mechanic/technician will be controlled by recording the date, quantity and the signature of the Marine receiving the part on the EROSL.

d. When the parts are issued, the mechanic/technician will put the entry on the ERO that the parts were received and installed on the equipment.

e. If the repair part is incorrect or received in greater quantity than requisitioned, the following actions will be taken:

(1) Determine the reason for receiving the incorrect part/excessive quantity if possible.

(2) Determine if the part is needed for another item of equipment. If so, apply it to that ERO and make an entry on the EROSL that justifies this action.

(3) If it cannot be used, it will be turned into the unit supply to "roll-back" the part(s) to the general account.

(4) When repairs require less than the standard unit of issue e.g., ten of gross, eight of a hundred, 30 feet from a 1200 foot reel, the residue must be evaluated for future use. If a requirement exists in the near future and the residue meets the stockage criteria for PEB, it should be added to the PEB with a note indicating the circumstances requiring the item to be temporarily stocked. DO NOT stock if the item does not meet the cost criteria for PEB stockage, or when there is no requirement for the item in the near future. The residue should then be treated as excess repair parts and disposed of through supply.

(5) Utilize reference (e), paragraph 5021f for procedures to account for broken issues.

f. The EROSL will be annotated to indicate transfer of parts from one ERO to another when the parts have been already received by the unit. Prior to receipt by the unit, parts may be transferred between ERO's in the MIMMS-AIS.

g. When repair parts are applied to the equipment, the maintenance action will be included on the ERO to include the hours expended. Parts removed from an ERO bin will be substantiated by a maintenance action on the appropriate ERO.

h. All repair parts held by the maintenance shop will be indicated on the EROSL associated with an ERO or in the preexpend bin. All repair parts that cannot be associated with an ERO will be returned to the Supply Officer for disposition.

i. Repair parts held in ERO bins must be inventoried by the layette clerk biweekly using the EROSL, and by the commodity manager or responsible officer biweekly using the DPR. Validation procedures will be per Appendix C of reference (b) and the procedures outlined in this Manual. EROSL's will be annotated with the date and initials of the individual conducting the inventory, or a log book will be used to record the results of the inventory.

6. Disposal of Excess

a. General. Excess property is defined as property in excess of authorized allowances and/or established stockage levels. Excesses may be T/E end-items, secondary repairables or repair parts. The review of accounting records, item inventories and the turn-in of excess property will be conducted on a continuing basis.

b. Effects. The most detrimental effects of excess item accumulation are:

(1) When requisitioning unneeded items, an erroneous record of demand is created with the stores system, causing the purchase and stockage of more of the same items.

(2) When an excess is held of an item that is in short supply throughout the Marine Corps, other units may be placed in a critical supply position.

(3) When scarce fiscal resources are wasted for items which are not needed, it causes deficiencies in other items and utilizes more hours to manage inactive stock.

c. Action

(1) Identify all excess items by NSN, nomenclature, TAM number and ID number. List quantity and condition code.

(2) Tag all items and provide a list of those items to the Supply Officer.

(3) The Supply Officer will coordinate with the commodity manager/responsible officer to pick up the excess items.

7. Preextended Bins (PEB)/Operating Stock (OPSTK)

a. Preextended bins (PEB)/operating stock (OPSTK) may be established within the commodities in strict accordance with references (b), (e), UN 4400-124 and this Manual. Preextended bins/OPSTKs are not a substitute for the normal means of obtaining seldom used repair parts. Planning and communication between the MMO, the maintenance section and the Supply Officer, on the items for PEBs/OPSTKs can ensure adequate stockage of fast moving items. The net effect of this planning is an over-the-counter issue rather than a back order.

b. The Commanding Officer/Director/Division Head, as appropriate, will authorize PEB's/OPSTK's and their contents with consideration of associated costs:

(1) The time and effort of maintenance personnel required to store, stock and account for material.

(2) The unit's funds will be expended before the material is used, rather than when used, as is the case with Purpose A stocks.

c. When a PEB/OPSTK will enhance the maintenance effort, an authorization request for specific items to be maintained will be obtained from the Division Head. The format for PEB/OPSTK authorization is contained in Appendix F. The letter will contain, at a minimum, the following information concerning the items authorized for storage:

(1) Nomenclature.

(2) NSN/Part Number.

(3) Maximum Quantity Authorized.

(4) Re-Order Point (ROP).

(5) Unit of Issue.

(6) Unit Price.

(7) Extended Price (Quantity Authorized x Unit Price).

d. Once an item is procured and issued to the PEB's/OPSTK's, no further supply accounting is required. However, prudent management dictates that simple procedures are required for locating and identifying the items and establishing when to reorder them. An example of such procedures follows:

(1) Within the PEB's/OPSTK's, separate the items by specific NSN into a specific compartment/box/container labeled with the NSN.

(2) Establish a Re-Order Point (ROP) in the authorization letter. This requires periodic review of assets held in the PEB's/OPSTK's to determine if the ROP has been reached.

(3) Place the ROP quantity in a bag. When the mechanic has to open the bag, it is time to reorder.

e. Cost of Unit of Issue Criteria. Dollar and unit of issue criteria for stockage of preexpended bin items will be in accordance with reference (e). In general, this criteria, is based on certain dollar values for certain units of issue (Note: This requirement is not required of OPSTK.).

f. With the fluctuating cost of many repair parts within the supply system, it is mandatory that commodity managers/responsible officers ensure the item price in their PEBs is accurate and consistent with the latest Master Header Information File (MHIF), or Management Data List (MDL) ML-MC. This allows for adjustments to be made to the PEB stockage levels so that unit price does not exceed the parameters in reference (e) and paragraph 3002.7.h of this Manual.

g. Requisitioning Procedures

(1) All PEB/OPSTK items will be ordered under shop overhead ERO's/SRO's using the applicable "Dummy" TAM number and ID number (currently loaded to the MIMMS ID Standards File) corresponding to the end item concerned. The first character of the JOB ID code will be a "7".

<u>COMMODITY</u>	<u>TAM</u>	<u>ID</u>
Comm/Elec	AQOQO	00000A
Motor Transport	DOOQO	00000D
Ordnance	EQOQO	00000E
Engineers	B0000	QOQO0B
General Supply	CO000	00000C

(2) When the total dollar value of a PEB item applied is greater than \$25.00, each PEB item applied in a quantity equal to or in multiples of U/I will be recorded against an open ERO for that item of equipment with a 4/Add transaction citing advice code "PB". All PEB items that do not receive minimum usage of six times for a full U/I or once for U/I when it is not applied in full over a period of six months will be deleted and rolled back.

h. Items selected for inclusion in the PEB must meet the following requirements:

(1) A low cost, fast moving item for which daily work requirements cause frequent usage.

(2) The unit price criteria for PEB stockage must be less than or equal to \$100.00 per unit of issue (U/I).

(3) For all items with a U/I rather than pair or each, one U/I is authorized for stockage e.g., one foot, one can, one box. Those consumables applied in quantity less than full issue e.g., bx, hd, mx, etc., may be held not to exceed two full U/I.

(4) Quantities in stock will not exceed a total of 30 days usage.

(5) Pre-expended bin/OPSTK items will be approved by the Commanding Officer/Director/ Division Head; as appropriate.

i. Commodity managers/responsible officers will maintain a signed copy of their authorized PEB/OPSTK listing. Authorized PEB/OPSTK listings will be updated and reviewed for authorization at least semiannually.

8. Scrounged Parts Procedures. Repair parts received from sources other than normal channels e.g., scrounged from condition code "H" equipment, selective interchanges will be entered in the MIMMS and ATLASS/SASSY systems utilizing the following procedures:

a. If a part is obtained from a source other than the MIP or Maintenance Float before it is requisitioned, an EROSL ("4" card Add Transaction) will be submitted using an advice code of "SC" in card column 68-69 as outlined in TM 4700-15/1G and UN 4790-5. This will cause a parts record to be opened and closed on the same day (no "8" card transaction required)

b. If a part is obtained from a source other than the MIP or Maintenance Float after the part has been requisitioned, an EROSL ("8" card transaction) will be submitted as follows (NOTE: "8" cards on supply parts will not be punched but instead will be taken to supply.).

(1) The "8" card parts transaction will be submitted as a normal receipt transaction with "SC" coded in card column 53-54 (DATE-RCVD-CANC) and the appropriate authority code in card column 27 (for further instructions consult UN 4790-5).

(2) The parts record on the DPR will show the computer run date as the date received.

(3) The advice code on the parts record will be changed to "SC".

9. Rolled-back Items. Commodity managers/responsible officers will ensure that all repair parts received and not used, are promptly rolled back to supply within five working days. A letter will be submitted to the Supply Officer, MIP, CSSG-1 for rollback with the following information:

- a. NSN.
- b. Unit of Issue.
- c. Quantity.

10. Selective Interchange/Cannibalization. Maintenance by cannibalization is defined as the removal of serviceable parts from one item of equipment for use in repairing another item of equipment. Selective interchange is defined as the removal of serviceable parts from items of equipment that are degraded for use in repairing other items of equipment. The CG, MCAGCC, may authorize selective interchange on a case-by-case basis under stringent constraints for combat essential equipment. Such actions when directed will be authorized in MCO P4400.82F. Selective interchange/cannibalization in GMED will be per reference (d)

3003. SL-3 COMPONENT PARTS

1. Collateral equipment, or SL-3 equipment, are those items listed in the SL-3 for an end-item that are required to perform or assist in its combat function. The management of these items is the responsibility of the end item's commodity manager. The responsible officers or their designated representatives will conduct a semi-annual SL-3 inventory for each end item to ensure it is complete and serviceable. These inventories will be retained for a minimum of one year.

2. When damaged items or shortages are identified, the responsible officer will:

- a. Verify the shortage or damage.
- b. Identify the item in the appropriate SL-3.
- c. Identify the end-items to the appropriate commodity manager and request that a category "5" ERO be opened for each end item requiring replacement of SL-3 equipment.

- d. Complete the EROSL (NAVMC 10925) for the required items per TM 4700-15/1G.
 - e. Research each requested NSN in the self-service catalog to identify its over-the-counter availability.
 - (1) Those items available from Direct Support Stock Control (DSSC) will be ordered on a NAVMC 10700 (Self-Service Center Shopping List).
 - (2) The NAVMC 10700 will then be delivered to the Supply Officer, who will issue a self-service credit card and authorize its purchase.
 - (3) Those items not available from self-service will be annotated with a "2A" advice code on the EROSL after three attempts have been made to procure it from self-service.
 - f. The EROSL will then be delivered to the unit's supply after the ERO is opened and the applicable ERO has been annotated on the EROSL. The commodity manager/responsible officer will ensure that the technical research is completed to provide a prime NSN, correct unit of issue, and unit price.
3. Once the SL-3 equipment is on order, the responsible officer will reconcile pending requisitions biweekly to identify any problems and keep the Supply Officer up-to-date.
 4. Close supervision and the assignment of an individual who will be responsible for the monthly inventories of the SL-3 equipment of each end item will ensure completeness and serviceability, reduce the number of shortages, reduce the cost of replacement, and ensure that the supply system is not overwhelmed with large quantities of requisitions for SL-3 equipment immediately before inspections.

3004. DIRECT EXCHANGE

1. The purpose of the Maintenance Float Program is to improve material readiness by providing a supply source where unserviceable secondary repairable items may be exchanged for serviceable items.
2. A Maintenance Float Catalog on microfiche will be provided to each maintenance shop when the MMO's office receives it.
3. The following procedures will be used for MG801 supply transactions:
 - a. Fill out an inspection tag (NAVMC 1018) with the following information:
 - (1) Top of form
 - (a) Date: Julian date.
 - (b) Location: Leave blank.
 - (c) From: "Your" unit.
 - (d) Item: Nomenclature of item to be turned in.
 - (e) Serial number: Item to be turned in.
 - (f) Est Repair Cost: Leave blank.
 - (g) Condition Code: Leave blank.
 - (2) Initial Inspection Portion

- (a) Line 1: Leave blank.
- (b) Line 2: NSN of item turned in.
- (c) Line 3: Defect description.
- (d) Line 4: MG801.
- (e) Line 5: Unit ERO number.
- (f) Line 6: Priority.
- (g) Line 7: End Item ID Number.
- (h) Line 8: Signature of person authorized to assign priority.
- (i) Line 9: Leave blank.

b. With the following exceptions, which will be filled out by MG801 personnel, fill out a "4" card (MAINTENANCE FLOAT) transaction per instructions contained in UN 4790-5.

- (1) The document number.
- (2) The advice code.

c. Turn the float item (secondary repairable) in to MG801 at the Repairable Issue Point (RIP), CSSG-1, with the "4" card (MAINTENANCE FLOAT) and the yellow inspection tag (4700) NAVMC 1018. MG801 personnel will either "Direct Exchange" a like serviceable item or a backorder will be established. In both cases they will assign the appropriate document number and advice code.

4. Maintenance Float backorders are reconciled by the MIMO and MG801 bi-weekly. Prior to reconciling with MG801, each commodity manager will provide the MMO with a list of all items which are currently in a valid backorder status. The list will include the following information:

ERO #	DOCUNENT #	NSN	NOMENCLATURE	PRIORITY
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5. Recommendations for Float Allowance Items may be submitted by using units. A letter from the Division Head to the Float Manager will be prepared by the MNO when such transactions are recommended. The letter will include the equipment density supported by the item, annual usage, and justification for special allowances or mount-out (if required). Additionally, to assist the introduction of new items for float management, commodity managers should ensure that all unit repairs of nonfloatable managed "R" code repairables are recorded in MIMMS-AIS. Operational Readiness Float (ORF) exchanges will be submitted per reference (e) via the chain of command.

3005. POLICY FOR SUPPORT OF NEW EQUIPMENT. From time to time MCAGCC receives new equipment for the Marine Corps inventory. This new equipment is normally accompanied by an Advance Logistics Order (ALO) which explains how to place this equipment in operation. If the ALO does not provide specific guidance, the basic policy is described below:

1. New equipment will be placed on administrative deadline (ADL) and will not be put into service until the following actions have been accomplished.

a. Necessary mount out levels of repair parts, modules, kits, tools, and technical manuals are on hand at the using unit.

- b. Trained operators and maintenance personnel are available.
- c. An acceptance LTI has been conducted.
- d. Authorization to place the item into service has been received.

2. Commodity managers/responsible officers will ensure compliance with the above procedures.

3006. RECONCILIATION/VALIDATION

1. Definitions

a. Validation. Validation is the process by which requirements are confirmed. It involves confirming requirements which are still needed, cancellations, receipts, scrounges and current status. When confirming requirements, commodity managers will ensure the requirements are still valid, are known and are resident in the supply system.

b. Reconciliation. Reconciliation is the process by which a commodity manager ensures that validated requirements are properly logged into ATLASS/SASSY and MIMMS.

2. Reconciliation of demands between the shop and each supply source will be accomplished on a biweekly basis, at a minimum.

a. Shop personnel will prepare a maintenance/supply worksheet (Appendix G) prior to reconciliation with unit supply, NIP or MG801. All desired actions and requests will be listed.

b. Appendix H is a guideline for reviewing supply status. If the status for MG801 documents does not change, ensure that these document are resident in the MIMMS/AIS and MG801 Back-Order Listings.

3. Reconciliation/Validation Will Be Conducted in Two Phases

a. Phase One is the review of appropriate reports to determine if the demand is still valid. All steps are listed below:

(1) Review the following documents:

- (a) All open ERO's.
- (b) All open EROSL's.
- (c) Daily Process Report (DPR).
- (d) Weekly Material Report.

(2) Sort open ERO's by alpha/numeric sequence.

(3) Ensure all repair parts required to complete repairs for an open ERO are listed on the EROSL.

(4) Check for parts received either by scrounging or from the MIP.

- (a) Check layette bins.
- (b) Check ERO/equipment to see if the item has been installed.

(5) Review remaining parts on order to ensure they are still required against the specific ERO/equipment for which they were ordered.

(6) Match all open EROSL's with documents listed on the DPR.

(7) If a document number is not listed on the DPR, there is no valid requisition in the ATLASS/SASSY system for that ERO. There can be a number of reasons for this:

(a) Recent submissions may not have been inducted into the ATLASS/SASSY system.

(b) The requisition was rejected by the supply system because of an edit error.

(c) Supply submitted a cancellation or receipt directly to SMU without processing it through MIMMS.

(d) Documents for that ERO were completed in ATLASS/SASSY, but were not completed for MIMMS.

(8) Review all demands listed on the DPR and pending copies of the EROSL.

(a) Make appropriate annotations on the DPR to valid transactions or programs to assist in the validation between the shop and supply.

(b) Match the items contained on the EROSL with the document listed on the DPR.

(c) Locate the document on the DPR and review the current status.

(d) Ensure appropriate reject status is interpreted and corrective action taken.

b. Phase Two is the actual reconciliation between the commodity manager and the Supply Officer.

(1) Reconciliation will be conducted by each commodity manager with supply on a bi-weekly basis. This reconciliation will match source documents for MIMMS and ATLASS/SASSY with the output reports.

(a) The Additional Demand List (ADL) will be reconciled with the commodity section's validated, corrected, and annotated DPR. The commodity manager will have all pending EROSL's and copies of all "8" card receipts, cancellations, scrounges, and transfers that have been submitted to supply.

(b) Each open document on the DPR will be checked against the ADL to ensure that it is resident in ATLASS/SASSY and that the status is correct.

(c) Each pending EROSL will be reconciled to ensure that the proper entries have been made to open the document in ATLASS/SASSY.

(d) All "8" card receipts, cancellations, scrounges, and transfers will be reconciled to ensure that the proper entries have been made in ATLASS/SASSY.

(e) All discrepancies will be annotated and the Supply Officer will immediately complete the necessary transactions for entry into ATLASS/SASSY.

(2) The MNO will ensure the reconciliation is completed. All problems that cannot be resolved in the reconciliation will be brought to the attention of the MNO.

3007. TOOL SETS, CHESTS AND KITS

1. General. The MMO, the Supply Officer and commodity managers or responsible officers will identify all tool sets, chests and kits. All tool sets, chests and kits, must be located and accounted for by the respective commodity manager. The requirements for inventory of tool sets, chests and kits are as follows:

a. Those securely stored by the section and checked out to individual maintenance personnel for use only as required will be inventoried semiannually.

b. Those securely stored by the section for use by an individual or crew on a regular basis will be inventoried when issued, semiannually while issued and upon turn-in.

c. Those issued to individuals with locks and secure storage for exclusive use by the individual will be inventoried when issued, semiannually while issued and upon turn-in. Inventories conducted at issue/turn-in satisfy the semiannual requirement.

d. Those which are not required but are securely stored by Supply/commodity manager/responsible officer, will be inventoried annually.

2. Procedures

a. Inventories will be supervised by the immediate supervisor of the individual to whom the equipment is issued or by an individual designated by the commodity managers.

b. Inventories will be made using a current SL-3/SL-3 extract (excluding RTE) with all applicable, changes. Cleanliness, and serviceability will also be checked. Commodity managers/responsible officers will ensure tools are properly used, cleaned and stored to maintain serviceably. Unserviceable tools will either be repaired, evacuated for repair, or disposed of per Source, Maintenance, Recoverability (SMR) codes and appropriate directives.

c. A file will be kept by each commodity manager with a copy of each inventory for each tool set, chest, or kit. Copies will be maintained for one year.

d. SL-3's and a copy of the inventory will be available to each individual responsible for the completeness of a tool set, chest, or kit. These may be kept in the set, chest, or kit or they may be kept in secured files that are available upon request.

e. Tool sets, chests and kits issued to individuals will be secured in a restricted access area when not in the custody of the individual. Duplicate keys or copies of combinations will be maintained by the commodity manager/responsible officer.

3. Shortages. Shortages identified during the periodic inventories will be corrected per paragraph 3003 of this Manual or purchased through self-service.

4. Special Tool Allowances. Requests for special tool allowances must be submitted to the Commanding Officer/Director/Division Head, as appropriate, via the MMO. The following special tool criteria will apply to all special tool allowance request letters:

a. Requests for tools to be added to chests, sets and kits, will be submitted on NAVMC 10772 form with a valid justification.

b. Requests for tools to be added to a unit's T/E as a separate allowance will be submitted as a modification of allowance (MOA) through the chain of command.

c. "Garrison use only" tools, e.g., goggles, respirators, hearing protection, face shields, engravers, etc., do not need NAVMC 10772's or MOA's, but must be approved by the Commanding Officer/Director and submitted to inventory controls as outlined in this Manual.

d. All tools that do not fall into any of the above categories must be turned into Supply for appropriate accounting.

5. Competition Rifle and Pistols (CRP) Armorer's Tool Kit. Competition rifle and pistols armorer's tool kits are issued on an individual basis to individuals who have completed the required training for MOS 2112. An inventory list of items is issued to each CPR repairer at the time of issue. Per MCO 8373.2, this list will be used to perform the required inventory. Additional tools, gauges and equipment are authorized for inclusion in this tool kit, but must be annotated on the current inventory.

a. Since the tool kit is issued directly to individuals for their exclusive use and is secured with a lock, the tool kit should be inventoried semiannually. It is the responsibility of the section to which the CRP armorer is assigned to perform this inventory control function as outlined in this Manual, MCO 8373.2 and reference (b).

b. Shortages identified during the periodic inventories will be corrected per paragraph 3003 of this Manual or purchased through self-service.

6. Responsibility. Responsible officers/commodity managers and individuals signed for tool set, chests, kits, or SL-3 equipment will be held accountable for damage or loss of their tools. The cost of individual tools is small but on a Combat Center wide basis, the cost of replacement of lost, pilfered, or damaged tools may be considerable. Each individual must take necessary steps to ensure the proper use and control of their tools. Indications of abuse, neglect, theft, or the unwarranted loss of tools will be investigated by the responsible officer. Individuals found to be negligent in the control of use of their assigned tools will be afforded the opportunity to pay for their replacement cost. In either case, they may be charged under the Uniform Code of Military Justice for negligence or misappropriation of government property.

MAINTENANCE MANAGEMENT SOP

CHAPTER 4

MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING

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MAINTENANCE MANAGEMENT SOP

CHAPTER 4

MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING

4000. GENERAL INFORMATION. Key to the Combat Center's effective maintenance management effort is a workable and effective Maintenance/Maintenance Management Training program. This Chapter provides details for effecting a positive maintenance training program.

1. Maintenance/Maintenance Management Training is a command responsibility. Each section has a maintenance mission which is outlined in the logistics capabilities paragraph in the Table of Organization cover page. Maintenance training will be conducted in regard to the level of maintenance authorized.

2. There are five areas of maintenance-related training which require emphasis: Operator Training, Technical Training, Maintenance Management Supervisor Training, Maintenance Management Functional Area Training, and Operator and Technical Training. Requirements may be determined by a review of MCO 1510 Series (Individual Training Standards [ITS]) and an inventory of operator and technician knowledge levels.

4001. RESPONSIBILITIES

1. Commodity managers/responsible officers will:

a. Ensure personnel participate in MIMIMS clerk and supervisor training conducted by the Command/Directorate/Combat Center MMO.

b. Maintain training records for all maintenance personnel in the section, to include attendance rosters, lesson plans and critique sheets for a minimum one year.

c. Schedule and conduct a minimum of four hours formal mechanic/technician/operator training per month.

d. Initiate applications for service school quotas based upon the recipient's job performance and aptitude for passing the course.

e. Ensure that individuals designated to attend formal schools are made available to attend the course unless circumstances develop which make it unfeasible.

f. Supervise all training conducted within their sections.

g. Schedule and conduct a minimum of two hours of safety training per month.

h. Schedule and conduct a minimum of one hour maintenance manager/supervisors and MIMIMS clerk training per month.

2. Training Officer, Headquarters Battalion, MCAGCC will:

a. Publish maintenance training as part of the quarterly training bulletin.

b. Publish a monthly Battalion training bulletin highlighting maintenance management training for the month.

c. Inform the commodity managers/responsible officers of available quotas for maintenance related schools.

- d. Provide the section with the necessary prerequisites for an individual desiring to attend a formal school.
 - e. Ensure that nominees are qualified to attend the formal school.
 - f. Ensure that all maintenance training is recorded at the commodity level.
 - g. Ensure training is conducted as scheduled.
3. The Command/Directorate MMO will:
- a. Regularly inspect each area for maintenance training.
 - b. Schedule and conduct training for maintenance managers, maintenance supervisors and MIMIMS clerks. A minimum of one hour per month will be scheduled for each.
 - c. Review lesson plans, attendance rosters and critique sheets for maintenance training conducted in the commodities.

4002. TRAINING REQUIREMENTS

1. The following is a listing of subjects essential to maintenance which should be included in training plans:
- a. Technical Publications.
 - b. Echelons of Maintenance and Responsibilities.
 - c. Inspections, Types and Purposes.
 - d. Preventive Maintenance Indicators.
 - e. Equipment Records and Forms.
 - f. Shop Organization.
 - g. Tools, Support, Test and Diagnostic Equipment Control.
 - h. Supply Support and Repair Part Requisition and Control.
 - i. Deficiency Reports.
 - j. Maintenance Scheduling.
 - k. Equipment Preservation.
 - l. Budget Process (for supervisory personnel).
 - m. Secondary Repairable Items Programs.
 - n. Replacement and Evacuation Programs.
 - o. Marine Automated Readiness Evaluation System (MARES).
 - p. Elements of Maintenance Support.
 - q. MIMMS-AIS.
 - r. Shop Operations and Procedures.

2. Maintenance/Maintenance Management Training may be accomplished in a number of different ways. The methods that can be utilized include: formal schools, organizational training, on-the-job (OJT) training, correspondence courses, training at the intermediate maintenance facilities and civilian courses. The method(s) selected is/are dependent on the skill level of the maintenance personnel, the resources available to the unit and the operational commitments of the unit.

a. Maintenance Management. Maintenance Management Training will be conducted for all maintenance management personnel. Training will be conducted under the direction of the MMO.

b. MIMMS (AIS). Marine Corps Integrated Maintenance Management System (MIMMS [AIS]) training will be conducted periodically by the MMO/commodity manager for all maintenance managers and logistics personnel. In addition to the training provided, sections will develop a continuous program for training of all personnel involved with MIMMS input, equipment maintenance status and other related automated logistical management reports.

c. MOS Training. Military occupational specialty (MOS) training will be conducted under the supervision of the commodity managers or responsible officers. The commodity managers are responsible for developing maintenance training programs to include performance objectives. The commodity managers will be responsible for ensuring that all scheduled training is adequate and will recommend changes to the training policy as required. Training for maintenance personnel will include, but is not limited to:

(1) Refresher. Mechanics and technicians will be provided the level and degree of instruction to enable them to perform maintenance duties commensurate with their grade and MOS.

(2) Supervisory. Maintenance supervisory training will be provided all personnel in positions of supervision over other less experienced personnel in relation to their grade and MOS. This training requirement must provide the expertise required to effectively and economically operate the unit's maintenance program and to achieve the desired end results.

d. Special Technical Training. This training is directed at a specific MOS or items of equipment. It may be used to upgrade or refresh maintenance knowledge or to provide instructions on new items of equipment.

3. Formal Schools

a. Training Officer, Headquarters Battalion, MCAGCC assigns and controls the quotas for the Marine Corps Integrated Maintenance Management Course, Norfolk, Virginia. Requests will be submitted via the MMO.

b. Service schools will be utilized to the fullest extent possible. Commodity managers/responsible officers will ensure that only qualified Marines are nominated for service schools and all prerequisites are met.

4003. TECHNICAL TRAINING

1. Technical training is required for all technicians and maintenance supervisors to perform maintenance duties commensurate with grade and MOS. A minimum of four hours a month will be devoted to technical training. Training programs will be supported by lesson plans, "by-name" attendance rosters and critique sheets.

2. Periodic testing of technician knowledge will be conducted upon completion of technical training using the MOS Manual as a guide, and refresher training will be

conducted for noted deficiencies. Once a supervisor has identified an area in which an individual requires additional training, prompt steps will be taken to ensure the additional training is conducted.

3. Specific technical training classes will be scheduled and conducted when new equipment types or new maintenance personnel are introduced into the unit. Personnel who are selected to receive the initial training should be familiar with similar equipment. Internal training must be conducted to indoctrinate all personnel on new equipment.

4. Specific classes will be scheduled and conducted regularly on the use and maintenance of all support and test equipment.

4004. CROSS-TRAINING

1. The cross-training of personnel in performing tasks that are not a part of their MOS will be one of the goals of all training programs. Cross-trained personnel may ease the burden imposed by reduced manning level strengths, quotas, and attrition.

2. Personnel for cross-training must be chosen from those with related MOS's.

3. Each commodity manager/responsible officer will keep a record of personnel who are cross-trained and the fields in which they are cross-trained.

4005. TRAINING RECORDS

1. Training records provide the manager with the documentation of the commodity/section level training program. Without such records, the training program may suffer from an inadvertent omission of necessary training. Each commodity will maintain copies of training schedules, lesson plans, class attendance rosters and critique sheets for a period of one year.

2. The following training records will be kept by maintenance managers for technical training falling under their cognizance:

a. Annual Training Plan. An annual training plan is published yearly and contains information on training planned for the calendar year. A thorough review of the unit's maintenance training posture must be conducted to determine what specific training areas will receive emphasis during the upcoming year. This information is incorporated into the annual training plan. A recommended list of training topics is listed in reference (b).

b. Quarterly Training Directive. The quarterly training directive delineates what classes will be conducted during the quarter. It may or may not schedule classes specifically as to time and place, at the unit's option, but should, as a minimum, delineate what training will be conducted.

c. Monthly/Weekly Training Bulletins. These bulletins will indicate specifically where a period of instruction will take place, who will deliver the instruction, who will attend, and when the period of instruction will take place. The section will assign qualified instructors.

d. Lesson Plans. A file of lesson plans will be maintained by the sponsor of that training. If these lesson plans are prepared for use more than once, they must be reviewed prior to reuse and certified as current or revised, as appropriate, prior to the conduct of training.

e. Attendance Rosters. Attendance rosters will be maintained by the commodity manager. They should include the date the class was given, the title of the class, the instructors name/rank, and the name, rank and signature of each person who attended the training.

f. Critique Sheets. An evaluation of each class is essential for the instructor/commodity manager to evaluate the effectiveness of the training. At a minimum, the critique sheet should contain the title of the class, date the class was given, name/rank of the instructor, location, type of instruction (lecture, demonstration, application), explanation of students response to the training, evaluation of the instructor (poise, knowledge, preparation, etc.), comments on whether or not the learning objections were met, and the evaluators name/rank. In addition to critique sheets, written or practical application examinations can be used to evaluate the effectiveness of the training.

MAINTENANCE MANAGEMENT SOP

CHAPTER 5

INSPECTIONS/VISITS/QUALITY CONTROL

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MAINTENANCE MANAGEMENT SOP

CHAPTER 5

INSPECTIONS/VISITS/QUALITY CONTROL

5000. GENERAL INFORMATION. The CG is responsible for the maintenance status and operating procedures of this command through inspections/visits by himself, or designated members of his staff. Inspections and visits are subdivided into formal inspections, staff assistance visits, and Field Supply and Maintenance Analysis Office (FSMAO) visits.

5001. POLICY. The Combat Center will announce all formal inspections to all for preparation and so as not to disrupt the maintenance cycle. Formal inspections are intended to expose errors in the maintenance management programs within an organization and will be conducted by a Maintenance Analysis Team (MAT) from organizations outside the MCAGCC structure e.g., CSSG-1 and 7th Marines (Rein).

1. Characteristics

a. Inspections will be constructive and critical in nature. Exceptional accomplishments will be duly noted and consideration given as to whether the procedures can be adopted. The teaching opportunity of inspections must not be overlooked.

b. Inspections will be objective and based on realistic, measurable standards.

c. Inspected sections must understand the importance of the inspection evaluation and effect any changes if required.

2. Results. Inspection results are the most important feature of an inspection.

a. Inspection results indicate areas and/or procedures that affect mission accomplishment.

b. Discrepancies from the inspection will be aggressively corrected.

c. Adequate follow-up programs will be implemented to prevent recurrences of problems and deficiencies.

5002. FREQUENCY OF INSPECTIONS

1. The CCMMO will schedule and coordinate a formal MAT inspection of each Command/Directorate's maintenance management procedures and programs annually. Informal inspections will be a continual process by the Command/Directorate MMO and the commodity managers. The current FSMAO maintenance management inspection checklist will be used during all inspections.

2. Inspection scheduling will be coordinated through the Center Inspector's Office. A memorandum from the Inspector's office will publish the Center MMO's inspection schedule.

5003. FORMAL INSPECTIONS. Formal inspections are conducted by the CG, MCAGCC.

1. Formal inspections are usually announced and will follow the current FSMAO checklist.

2. Maintenance related inspections will come under the cognizance of the Director, Installations and Logistics and the Combat Center MMO. The Center MMO will meet with

all commodity managers/responsible officers to pass information, distribute checklists and discuss details of the inspection process.

3. Formal inspections require the availability of all personnel and equipment. All aspects of the unit are subject to inspection.

5004. INFORMAL INSPECTIONS

1. Informal inspections are used to obtain first hand information about operating procedures. Visits may be conducted in a formal manner, in which case they take on aspects of a formal inspection; or they may be conducted in an informal manner, which stresses the exchange of information and ideas. The main difference between a formal inspection and an informal inspection is the atmosphere in which the inspection is conducted.

2. Inspection checklists may be used and results reported for informal inspections. Although informal inspections may be announced in advance, they are conducted simultaneously with normal operations.

3. MMO's/Commodity managers/responsible officers are responsible for conducting informal inspections of their own shops in order to ensure that proper maintenance procedures are followed.

4. Staff Visits. The staff visit is the most common visit, whereby one or more officers of a higher headquarters visit the Combat Center. Staff visits are performed between scheduled inspections to investigate trouble areas and to exchange information with the opportunity for immediate feedback. The commanding officer/director will be notified prior to the visit and be provided an in/out brief on any findings and/or comments.

5005. FIELD SUPPLY MAINTENANCE ANALYSIS OFFICE (FSMAO) VISITS

1. Field supply maintenance analysis office (FSMAO) visits are established to provide the Commandant of the Marine Corps (CMC) with direct field representation at the unit level by analyzing the effectiveness of supply and maintenance management procedures. The purpose of FSMAO is three-fold:

a. To analyze the effectiveness of the unit's supply and maintenance procedures.

b. To evaluate the efficiency of the unit.

c. To furnish assistance/guidance in supply and maintenance operations and procedures.

2. Analysis visits are announced at least 30 days in advance by a letter from FSMAO. They are normally one week long and thoroughly evaluate the maintenance effort.

3. Upon completion of the analysis visit, FSMAO prepares two written reports; the initial and the final report. The initial is a detailed checklist which provides comments on all discrepancies noted during the analysis. The initial also provides an excellent checklist for monitoring progress on corrective actions of noted discrepancies. Separate reports are provided for supply and maintenance management operations. Approximately 30 days after the analysis visit, FSMAO submits a formal written report, containing significant findings and recommendations, to the CG, MCAGCC, via the chain of command.

5006. INSPECTION REPORTS

1. General. The purpose of inspection reports is to inform the appropriate chain of command of inspection results and recommended corrective action. The CCMMO will ensure that the CG receives a copy of all maintenance management inspection reports and their results.
2. Written Reports. Inspection reports will be prepared by the CCMMO for all formal inspections conducted. A completed checklist will be presented to each Division Head recommending corrective action for all noted discrepancies. The commodity managers/responsible officers will maintain copies of all inspections for a minimum of one year.
3. The results of inspections or visits conducted by higher headquarters will be disseminated to all responsible officers/commodity managers. Corrective action will be submitted to the CCMMO within 15 days of receipt of the completed inspection checklist.
4. Inspection reports by the CCMNO, higher headquarters, as well as FSMAO reports with endorsements, will be maintained for a minimum of two years by the MMO.

5007. CORRECTION OF DISCREPANCIES

1. All discrepancies noted during inspections will be corrected in an expeditious manner. Preparation for future inspections will include special emphasis on previously noted discrepancies to ensure they do not reoccur.
2. Reports of action taken to correct noted discrepancies found during internal inspections will be submitted to the Director, Installations and Logistics (Attention: CCMMO) within 14 days of receipt of the formal report. Complete, thorough and responsive action will be incorporated in reporting corrective action.

5008. QUALITY CONTROL

1. General. Quality control is a system of inspection and work control procedures noting the progress of an item of equipment through the maintenance cycle. These procedures are designed to ensure that the repair procedures and techniques are in accordance with the prescribed maintenance procedures and that the item performs in its intended manner at the completion of the maintenance cycle.
2. Measure of Quality. The measurement of quality of maintenance is based upon the following factors:
 - a. That the work was performed utilizing the techniques and procedures as prescribed by current technical manuals.
 - b. That the work was inspected periodically during the course of repairs to ensure that proper procedures and repair parts were utilized.
 - c. That upon completion of the required repairs the item was tested and evaluated by the use of test equipment, visual inspections and operational checks, or a combination of the above procedures.
3. Shop Procedures. Critical to the effective performance of maintenance is a viable, aggressive quality control effort. Commodity managers/responsible officers, will establish quality control measures to ensure the needs for continuous qualitative measurement of maintenance performed on equipment belonging to MCAGCC. Such programs will have the following essential elements:
 - a. Each commodity authorized 2d echelon maintenance or higher will assign as a minimum, a primary and an alternate quality control inspector in writing.

b. Such personnel will be adequately schooled in their responsibilities and the importance of their positions.

4. Quality Control Personnel Responsibilities. Each individual who performs repairs has an inherent responsibility for the quality control of the work performed. The assignment of designated quality control personnel does not relieve an individual of the responsibility to comply with the technical publications and procedures that pertain to the item being repaired.

a. Upon receipt of an item into the maintenance facility, it will be inspected to determine repair and/or modifications required. Required modifications will be noted on the ERO, and action initiated to accomplish the modifications, if authorized at the unit level, or to evacuate the equipment for modifications to be performed at a higher echelon.

b. The item will then be sent to the appropriate section where it will be inspected by the supervisor who will then determine the degree, nature of repairs and the parts required. This will be determined without regard as to what is specified on the ERO. Any additional repairs or parts requirements will be added to the ERO and the shop office control section will be notified. This will ascertain the repair costs as well as the quality or maintenance procedures. Where fault isolation is required, the inspector will conduct the isolation/trouble-shooting process, using applicable TM'S and will annotate the ERO with the appropriate maintenance tasks.

c. Constant and detailed supervision of maintenance performance is essential to any quality control program. Experienced personnel must be assigned to supervise and work with inexperienced personnel at every level.

d. Work in progress will be inspected at appropriate stages to ensure completeness, accuracy of assembly, and installation of each component. Items considered borderline should be replaced while the item is being repaired or disassembled.

e. Appropriate support and test equipment will be used to the fullest extent during all maintenance cycle phases. After final assembly, equipment will be tested to determine proper functioning. This should include road testing and performance testing whenever possible.

f. A quality control inspection does not relieve the particular maintenance section supervisor of the responsibility ensuring proper quality work performance of the inspected section.

g. Final Inspection Prior to Return of Equipment. When the repair section has determined that the equipment repair is completed, the item will be processed through a final inspection phase. The inspector will perform a detailed inspection to include visual and operational checks to the degree necessary to assure that no additional repairs are required. If the work performance is unsatisfactory or marginal, the shop officer will be notified and appropriate action taken to determine the nature and cause of the deficiency. Prompt and thorough action to fix the cause and/or responsibility for the discrepancy will be taken and appropriate corrective measures initiated to prevent the recurrence of the discrepancy. The final phase of the quality control inspection will be a review of associated equipment records to ensure that they are correct. The review of equipment records will include a verification of commodity modification control records as they apply to that particular end item or component, and the equipment record jacket. When the equipment and its associated records have passed the quality control inspection, the inspector will complete the "9" card portion of the ERO and sign it in the "inspected by" block.

5. Quality Assurance. Quality assurance is a planned system of actions with the objective of providing confidence that an item of equipment will meet or surpass all specifications of its intended role by providing feedback from the user to the procurement agency with respect to design, function and performance.

6. Quality Control Reports

a. Quality Deficiency Reports (QDR's). Shops/commodities are strongly encouraged to submit Quality Deficiency Reports (QDR's) (Standard Form [SF] 368) per MCO 4855.10B, Quality Deficiency Reporting. Quality Deficiency Reports are used to provide information to Department of Defense activities concerning deficiencies in material, design or procurement of equipment so corrective action may be initiated.

b. Responsibility. A QDR will be initiated by the individual who discovers the deficiency, with the advice and assistance of the cognizant commodity manager. The MMO will:

- (1) Establish a control number log and issue control numbers upon as needed.
- (2) Review all organizational QDR's prior to submission to ensure correctness of required information, as specified by MCO 4855. 10B.

(3) Maintain a file of all QDR's submitted. This file will contain:

- (a) Copy of the QDR.
- (b) Albany notification.
- (c) Summary reports.
- (d) Photographs (if taken).
- (e) Investigation.
- (f) Defense Logistics Agency letters.
- (g) Final Reports from Albany.

c. The MMO will forward a copy of all organizational QDR's to the CCMMO via the Director, Installations and Logistics Directorate.

d. Submission. A QDR shall be submitted when a deficiency in material meets the criteria per MCO 4855.10B and TM 4700-15/1G.

e. QDR Categories

(1) A category 1 QDR applies when continued use of unsatisfactory material will or may affect life or limb, or impair the combat capabilities of an organization or individual. Category 1 QDR's will be submitted in message format to the Combat Center MMO for review and transmittal to Marine Corps Logistics Base, Albany, GA or Marine Corps Logistics Base, Barstow, CA, as appropriate within 48 hours. A SF 368 will be submitted 48 hours after release of the message transmittal.

(2) A category 2 QDR reports a deficiency which does not meet the criteria per a category 1 QDR. Category 2 QDR's urgent and routine, will be submitted on a SF 368 and will be forwarded per MCO 4855. 10B.

f. The CG's point of contact for QDR's is the Combat Center M140.

g. A copy of all submitted QDR's will be maintained in the Equipment Record Jacket or in the shop files for one year.

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CHAPTER 6

FACILITIES MANAGEMENT

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CHAPTER 6

FACILITIES MANAGEMENT

6000. GENERAL INFORMATION. An orderly and efficient flow of equipment maintenance can be achieved only when the Combat Center has adequate maintenance facilities. Maintenance facilities consist of buildings, shelters and all permanent improvements used for maintenance purposes.

6001. MANAGEMENT. The management of available facilities in support of equipment maintenance includes but is not limited to:

- a. Determination of garrison and field requirements.
- b. Security, access rosters and procedures for their operation and control.
- c. Maintenance facilities, where feasible, will be collocated with or in close proximity to other support facilities. Close coordination must be effected between maintenance management personnel of other unit support activities to ensure integration of effort.
- d. A reallocation of facilities should be considered or effected when the section has a change in mission, a change in the equipment it supports and/or the level of activity results in inefficient use of the available maintenance facilities.

6002. ASSIGNMENT AND RESPONSIBILITIES

1. Tactical Considerations. Maintenance area site selection is governed by the following physical characteristics: terrain, environment, tactical situation, size and mission of the unit, and associated maintenance requirements. The location of the maintenance facilities aboard the Combat Center is largely determined by the Installations Officer and the tenant unit Operations Officer who has the responsibility for the selection of the specific command post site and the allocation of space within it. The arrangement of maintenance facilities within the site will be determined by the Commanding Officer with advice from the MMO.
2. Garrison Environment. With the exception of tactical influence, considerations in selecting maintenance areas in garrison do not differ appreciably from field site considerations. Since tactical mobility normally is not a major factor in garrison, restrictions on areas is limited only by unit maintenance capabilities. Commercial equipment resources should be utilized to the maximum extent practicable in garrison to extend the life of tactical equipment. The Center MMO and commodity managers must thoroughly evaluate assigned areas and ensure their efficient use.
3. Request for the assignment of additional facilities or improvement of assigned facilities will be submitted to the Installations Officer via the Director, Installations and Logistics.
4. Field training exercises provide units the opportunity to set up T/E maintenance facilities in a field environment. This provides maximum training for maintenance personnel to perform their maintenance functions in simulated combat conditions. Maximum use must be made of this training to ensure that T/E field maintenance requirements and T/O maintenance capabilities are evaluated under field conditions.

6003. STORAGE AND CONTROL

1. The Combat Center will ensure maximum use of covered storage areas in garrison. Commodities requiring additional garrison facilities should submit requests to the Installations Officer, via Director, Installations and Logistics.
2. Equipment Storage. The Combat Center MMO will coordinate the organization of maintenance areas with the Installations Officer in concert with the commodity managers and specific staff officers.
 - a. Facilities will be assigned in accordance with equipment size, density and the anticipated maintenance workload.
 - b. Shops will be positioned according to equipment types. Structures should be assigned according to equipment protection needs and essential personnel comfort. Drainage considerations are paramount when assigning outside work and storage areas.
 - c. To conserve utilities, shops with common requirements for utility services will be collocated to the maximum extent possible.

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CHAPTER 7

DIRECTIVES AND TECHNICAL PUBLICATIONS

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MAINTENANCE MANAGEMENT SOP

CHAPTER 7

DIRECTIVES AND TECHNICAL PUBLICATIONS

7000. POLICY

1. An integral part of equipment readiness is the readiness of the technical library. An essential resource contributing to an effective equipment maintenance program is an up-to-date library of maintenance related publications. MCO P5600.31F, requires units to have the technical and maintenance related publications on hand; effective internal distribution control procedures established; and prompt action taken to increase and/or decrease inventory as requirements change.
2. The term "publications" as used throughout this Manual applies to manual-type and letter-type directives, books, pamphlets, manuals, printed personnel procurement aids, and graphic training aid charts and posters.
3. The term "technical publication" or "technical library" used in this Manual encompasses both the technical and nontechnical publications that are used in maintenance shops.
4. MMO's will maintain a library of publications sufficient to perform the maintenance management and supervisory functions within their Command/Directorate/Division.
5. Commodity managers will maintain a full inventory of the necessary technical, maintenance management, and supply publications required to perform maintenance and maintenance management functions for their commodities.
6. Appendix I provides a lists of publications that support the maintenance management and maintenance supply support functions of the Combat Center.

7001. RESPONSIBILITIES

1. The responsibility for an effective unit maintenance and maintenance management effort, to include a technical publications control system, rests with the Commander/Director/Division Head/ and/or the Commodity Manager. The overall operation of the publications control system for the Combat Center is the Center Adjutant with the assistance of the CCMMO. At a minimum, Headquarters Battalion, Installations and Logistics Directorate, Exercise Support Division, Enhanced Equipment Allowance Pool, Facilities Maintenance Division, Supply Division, Garrison Mobile Equipment Division, Operations and Training Directorate, and the Communication and Data Directorate will maintain a separate Publication Listing (PL); manage inventory and internal distribution of publications by use of the Publication Library Management System (PLMS); and replenish publications independently by use of the Marine Corps Publications Distribution System (MCPDS). Use of MCPDS and PLMS are mandatory and authorized from the commodity to the Command/Directorate level.
2. Each section that has equipment will maintain sufficient publications to perform first echelon maintenance on that equipment.
3. Sections that perform second echelon or higher maintenance will maintain those publications necessary to perform maintenance up to and including their echelon of maintenance.

7002. MARINE CORPS PUBLICATIONS PROGRAMS. Marine Corps publications fall into the following programs and categories:

1. The Marine Corps Directives Program. This is the primary directives management program within the Marine Corps. All orders, bulletins, manuals and certain joint publications are issued in this program unless another program is prescribed or specifically authorized by the CMC. Detailed regulatory instructions are contained in MCO P5215.1G.
2. The Marine Corps Technical Publications Program. The technical publications program is designed to support items of equipment by providing instructions for their maintenance, modification, operation and supply. Each technical publication is numbered in a manner that identifies it with a specific item, group, or class of equipment, or by subject. Detailed instructions regarding identification, applicability and use of these publications are contained in MCO P5215.17. All technical publications are under the central management of the Commander (PSD), Marine Corps Systems Command, 2033 Barnett Avenue, Suite 315, Quantico, VA 22134-5010, per MCO P5215.17.
3. The Marine Corps Administrative, Organizational and Training Publications Program. This program provides instructions and information regarding policies, administrative organization, doctrine, tactics, techniques and procedures in publications such as user manuals, FMFM's, FMFRP's, etc. It also provides instruction and reference material relative to military training and operations.
4. Marine Cores Tables of Organization and Tables of Equipment. These tables prescribe the personnel allowances, organizational structure, and equipment allowances of a specific organization or type of organization. Each table is numbered to identify with the command to which it pertains.
5. Details on Marine Corps Departmental "NAVMC" Publications, Information Resources Management (IRM) Standards and Guidelines, Formal Schools, Foreign Military Sales, Regular and Reserve Personnel Procurement Advertising Materials Programs, and others can be found in MCO P5600.31F, chapter 3.

7003. MARINE CORPS PUBLICATIONS DISTRIBUTION SYSTEM (MCPDS). MCPDS is a system that provides services in support of the initial issuance of publications by Marine Corps publications sponsors and supports publications management by field commanders including the Reserve Component.

7004. MCPDS AUTOMATED INFORMATION SYSTEM (AIS). The MCPDS AIS is the central component of MCPDS. It is the on-line, interactive AIS resident on a mainframe computer located at Quantico, VA. MCPDS provides:

- a. Sponsor support – Allows publications sponsors to electronically establish initial distribution for a new publication.
- b. Field user support – Allows electronic management of the activity's requirements for publications.
- c. Other Government agencies and non-Government entities – Support is provided by CMC (ARE).

7005. INDIVIDUAL ACTIVITY CODE (IAC)

1. Definition. An TAC is a 7 digit number that identifies an activity that has been given authority to receive Marine Corps publications. An IAC consists of a 4-digit Type Activity Code that identifies activities of similar composition combined with a 3-digit suffix that makes a unique identifying number. IAC's in the 1000 through 8000 series are assigned to Marine Corps activities while the 9000 series is reserved for non-Marine Corps organizations. All IAC's and their respective addresses are available for viewing in the MCPDS on-line system.

2. Establishing an TAC

a. Individual Activity Code (IAC) activation within MCPDS is required in order to establish AIS services. IAC's are assigned by the CMC (ARE). Marine Corps activities including the Reserve Establishment and detachments with non-Marine Corps organizations may request its own TAC. By virtue of having an TAC, an electronic, interactive listing of publications available for distribution to the activity is established. Requests for an IAC will be submitted via letter to the CMC (ARE). The letter must provide the following information:

- (1) reason the IAC is being requested
- (2) whether or not classified publications are required
- (3) a statement that the activity has adequate safeguarding capability if classified publications are required
- (4) identification of individuals authorized to access the MCPDS AIS, including name, grade, and mainframe user ID
- (5) complete official mailing address to include street or box, city, state, and ZIP code
- (6) point of contact with phone number (DSN and commercial), fax number, and ELMS address, if available.

b. Confirmation from the CMC (ARE) of a request for an IAC will include the assigned IAC and instructions explaining how to access, review, and update the listing of publications.

c. Initial issuance of publications from the stock point must be input and requested through the MCPDS AIS per MCO P5600.31, paragraph 3303.

d. Non-Marine Corps organizations shall provide a letter stating the reason for requiring Marine Corps publications. Requests from this category will be reviewed for necessity and conformity with public law.

3. Deactivating an TAC. Activities no longer requiring an TAC due to redesignation or other cause will notify the CMC (ARE) in writing as soon as practicable. The IAC assigned will be placed in a deactivated status for a period of 12 months and then deleted from the system.

4. Correspondence. Requests for publications and correspondence addresses to the CMC (ARE) must include the IAC and a point of contact with telephone number and, if applicable, fax number, and ELMS address.

7006. PUBLICATION CONTROL NUMBER (PCN). A PCN is a unique number assigned to a publication and its changes and revisions. The first 3 digits of a PCN are referred to as a PCN-pref ix. PCN-prefixes categorize publications listed in NAVMC 2761. PCN's for nontechnical publications are assigned by the CMC (ARE) and PCN's for technical publications are assigned by the COMMARCORSYSCOMM (PSD).

7007. PUBLICATION LISTING (PL)

1. A PL is an electronic display of all publications in MCPDS. Each PL is unique because the system shows a value in the quantity field for a PCN for which the activity is currently on distribution. The PL changes when:

- a. The sponsor adds a new publication for the specific IAC through initial distribution, or
 - b. The activity chooses to make additions, changes, or deletions to their PL.
2. The PL is divided into nontechnical and technical sections. Nontechnical publications are numbered per SECNAVINST 5210.11, Standard Subject Identification Codes (SSIC) and technical publications are categorized by item designator (ID) per tables of equipment.

7008. COMMERCIAL PUBLICATIONS

1. The COMMARCORSYSCOM will procure and distribute initial inventories of commercial publications to support new weapons systems and equipment through MCPDS. Any other required commercial publications not included in SL-1-2/1-3, Index of Publications Authorized and Stocked by the Marine Corps, will be procured locally per MCO P5600. 31F.
2. Commercial manuals are procured for non-FMF/garrison organizations for off-the-shelf items which are readily available on the commercial market; e.g., buses, forklifts, warehouse tractors, and administrative-type motor vehicles. Publications prepared by the contractor are procured and shipped with the end item.
 - a. Parts lists, lubrications instructions, and maintenance manuals prepared by the manufacturer are to be used in support of commercial equipment. These publications are not normally stocked by the Marine Corps. Local procurement is authorized.
 - b. Those sections requiring commercial publications (GMED, TVISC, RTE, FacMaint, etc.) will fill out an EROSL/SROSL and forward it to the purchasing and contracting office for open purchase.

7009. MARINE CORPS PUBLICATIONS INDEXES. The following publications indexes and checklists are published for guidance in maintaining publications.

1. Marine Corps Bulletin 5600 series, Marine Corps War Fighting Publications Status.
2. SL-1-2, Marine Corps Stock List - Index of Authorized Publications for Equipment Support.
3. SL-1-3, Marine Corps Stock List - Index of Publications Authorized and Stocked by the Marine Corps.
4. NAVMC 2761 - Catalog of Publications. This index categorizes nontechnical publications in the Standard Subject Identification Code format by PCN.

7010. ACQUIRING OTHER SERVICES' PUBLICATIONS. The other services' publications may be requisitioned from their respective publications index and addressed to the appropriate source of supply unless indicated as a controlled publication. Those stocked and distributed by the Marine Corps are listed in SL-1-3 (M/F). Army publications are listed in DA PAM 25-30 (M/F) (PCN: 30501253000); Navy in NPFCPUB 20002 (M/F) (PCN: 20800500000). To obtain Air Force Regulations, send a request to CMC (ARE).

7011. PUBLICATIONS MANAGEMENT

1. Distribution. Distribution can be defined as the process of getting the required publication, in the right quantity, to the user of the publication. Activities can obtain publications by requisitioning or via automatic distribution. Publication distribution consists of two phases:

- a. From the Marine Corps' Publication Stock Point to the activity.
- b. From the receiving point in the activity to the technical library.

In addition to the two phases of distribution, which describe the flow of an incoming publication, there are two types of distribution.

c. "Push," or automatic distribution is the result of quantities established by the activities PL. Quantities reflected on the PL will be automatically distributed to the activity upon establishing the PL or when a publication change or revision is published.

d. "Pull," or requisitioning a publication by the activity submitting a requisition to the publications stock control point.

2. Internal Publications Control. Each Command/Directorate/Division/Commodity aboard the Combat Center receiving direct distribution of publications will manage control of publications by use of PLMS; which upon receipt, contains instructions for use. PLMS will maintain an inventory and facilitate internal distribution of publications within the unit.

3. Unit Publications Control Point (UPCP). Those activities on direct distribution for publications via MCPDS are the UPCP for that Command/Directorate/Division/Commodity. The UPCP exerts positive control and effects internal distribution of publications and directives. Each Command/Directorate/Division/Commodity on-line with MCPDS will designate in writing a manager for the UPCP. For those sections utilizing MCPDS for technical publications only, the MMO will normally be the UPCP. For Commands and Directorates that are utilizing MCPDS for both maintenance and non maintenance publications and directives, the MMO will work closely with the UPCP in the management of technical publications. The UPCP is responsible for the following:

a. Determining quantities of publications and directives required by the Command/Directorate/ Division/Commodity and establishing the PL.

b. Determining and effecting internal distribution for publications and directives within the Command/Directorate/ Division/ Commodity.

c. Coordination and communication with all assigned publications clerks under the Command/Directorate/Division/Commodity' s cognizance to maintain, store and account for publications listed on the PL.

4. Developing the Publication Control System. A team assists the Commander/Director/Division Head/Commodity Manager in operating a system to control publications. The team consists of the UPCP, MMO, Responsible Officers, commodity managers and publication clerks.

a. There are a series of management tasks to develop, operate and manage within a publications control system.

b. The UPCP and the MMO work together to develop the publications control system that meets the minimum guidelines of this manual and those of higher headquarters directives. There are four interrelated functional areas of the system:

- (1) Publications allowance control - (which publications are required).

(2) Internal distribution control - (how publications are handled to ensure that the right publications get to the right place in the right quantity). Division/Commodity aboard the Combat Center receiving direct distribution of publications will manage control of publications by use of PLMS; which upon receipt, contains instructions for use. PLMS will maintain an inventory and facilitate internal distribution of publications within the unit.

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(1) Publications allowance control - (which publications are required).

(2) Internal distribution control - (how publications are handled to ensure that the right publications get to the right place in the right quantity).

(3) Inventory control - (how publications are maintained once they are in the library).

(4) Requisition control - (how publication shortfalls are replaced).

c. Step by step procedures to establish positive publications control in maintenance functional areas can be found in MCO P4790.2C, appendix B and MCO P5600.31F, chapter 3.

7012. DISPOSITION OF EXCESS PUBLICATIONS

1. Material not Authorized for Return to Stock. The following categories of publications will be disposed of locally in the best interest to the government.

a. Obsolete or unserviceable publications.

b. Publications of obvious small cost; e.g., normally less than \$50.00. The intent is to dispose of all printed matter locally when the value thereof is less than the administrative cost involved in returning the material to stock.

c. Publications not listed in the SL-1-2/1-3, except for current joint and other service publications, exceeding a value of \$50.00 should be reported to the CMC (ARE) for determination of possible usage by other services.

2. Material Authorized for Return to Stock. All material returned to stock will be in "issue ready" condition without changes inserted therein by other than the original printing process and listed in the SL-1-3.

a. Publications in significant quantities; e.g., 10 or more copies, may be returned to the stock point for reissue.

b. All serviceable binders.

3. Classified Publications. Classified publications will be disposed of locally per OPNAVINST 5510.1, Department of the Navy Information Security Program Regulations.

MAINTENANCE MANAGEMENT SOP

CHAPTER 8

MAINTENANCE RELATED PROGRAMS AND FUNCTIONS

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MAINTENANCE MANAGEMENT SOP

CHAPTER 8

MAINTENANCE RELATED PROGRAMS AND FUNCTIONS

8000. GENERAL. Maintenance personnel provide the input and information which generates maintenance related Marine Corps programs. All maintenance personnel will be cognizant of the following programs and pertinent directives.

8001. MAINTENANCE RELATED PROGRAMS

1. Uniform Criteria for Repair Cost Estimates used in Determination of Economical Repair is established by MCO 4710.8F for the repair or replacement of engineer equipment. Equipment subject to this evaluation will be forwarded to CSSG-1 for this determination.

2. Calibration Program Criteria is established by MCO 4733.1B. Commodity managers will ensure that the equipment requiring calibration is turned into CSSG-1 calibration lab.

3. Modification Control Program is established by reference (b) and this Manual.

4. Recoverable Items Program is established by MCO P4400.82F for the recovery, evacuation or disposal of equipment. CSSG-1 is assigned the responsibility for initiating Recoverable Items Replacement (RIR) actions.

5. Quality Assurance (QA) and Quality Control (QC) Program is established by MCO 4855.2 and MCO 4855.6 for improving service support rendered by MARCORLOGBASES. Maintenance personnel will perform acceptance LTI's on equipment received and complete QA/QC forms provided.

6. Secondary Repair Program is established by UN 4400-125 and MCO P4400.82F, for the repair/exchange of controlled items. CSSG-1 is assigned float responsibilities.

7. Quality Deficiency Report (QDR) Program is established by MCO 4855.10B for identifying manufacturing deficiencies and unsatisfactory performance. Operation and maintenance sections directly contribute to this program.

8. Support Activities Supply System (SASSY) is described by MCO P4400.126, UN 4400.124 and MCO P4400.82F for the acquisition of repair parts and other supply requirements. CSSG-1 has the responsibility for ATLASS and SASSY support to maintenance.

9. Marine Corps Integrated Maintenance Management System (MIMIMS) Program is established by references (a), (b) and UN 4790-5.

10. Marine Corps Automated Readiness Evaluation System (MARES) Program is established per MCO 3000.11B.

11. Inspection, Testing and Certification of Tactical Ground Load Lifting Equipment. All equipment commonly referred to as wreckers, forklifts, retrievers, A-frames, chain hoists and winches which are used to lift loads vertically, will have an Annual Condition Inspection. This inspection is to ensure that the overall structure, mechanical, hydraulic, and electrical components of the equipment have been maintained in a safe and serviceable condition and are functioning properly.

a. Load testing is required only for cranes and aerial personnel devices.

b. Load testing on all equipment is required either PRIOR to initial use or to EXTENSIVELY REPAIRED OR ALTERED load bearing devices, aerial personnel devices and cranes (for clarification see MCO P11262.2 dated 1 February 1991).

12. New Equipment. Periodically, the Combat Center will receive new items of equipment. Special requirements exist for the introduction to such items. Headquarters Marine Corps will publish Advance Logistics Orders (ALO) and Support Concepts which will provide directions covering maintenance, publications and training. TM 4700-15/LG requires that all new equipment have an Acceptance Limited Technical Inspection conducted by maintenance personnel upon receipt.

13. Preventive Maintenance Stand Down. The ultimate responsibility for equipment readiness rests with the CG. The key to a high state of equipment readiness is an effective PM program. Accordingly, sections can request a PM stand down (mission permitting) which will provide an excellent means to conduct operator, mechanic and technician training. To be effective, PM stand down day/periods must contain the following features:

- a. Command presence.
- b. Maximum availability of assigned operators.
- c. Operators must be provided adequate tools and protective clothing.
- d. Equipment must undergo detailed quality control inspection procedures at the completion of operator maintenance.

14. Temporary Loan of Equipment

a. Information. The mission of the Combat Center requires the temporary loan of equipment to units assigned training e.g., CAX. It is the purpose of this paragraph to provide procedural guidance with respect to the temporary loan of equipment. The procedures presented herein may have to be modified from time to time depending upon the nature of the temporary loan commitment; however, in each instance where modification of the procedures is necessary, supplementary guidance will be provided by the Combat Center.

b. Preparation of Equipment

(1) All equipment must be serviceable and clean. All required maintenance must be performed and modifications applied, reported and recorded. Equipment requiring calibration must be calibrated. The next calibration must not be due during the operational use by the borrowing unit unless the period of temporary loan is extended.

(2) The presence of ancillary SL-3 equipment will be at the minimum required to effectively operate/use the end item. The presence of SL-3 equipment will be annotated during the joint LTI of the equipment and on appropriate supply documents supporting the temporary loan.

(3) To preclude the possibility of loss of the original equipment record jacket, a duplicate record jacket will be provided to the borrowing unit and will accompany the equipment for turnover. The original record jacket will be kept by the commodity area. The duplicate record jacket need not be complete, but only contain that baseline information which the borrowing unit may need to maintain the equipment during the temporary loan period. Upon return of the equipment, information will be transferred from the duplicate to the original equipment record jacket. The record's absence/presence will be annotated on any inspection performed on that equipment. A joint LTI will be conducted by the two parties to determine serviceability and completeness of the equipment, prior to the temporary loan and upon return. The LTI form is to be annotated with discrepancies found and any

missing accessory equipment, record jackets, etc. The joint LTI will be signed by a technically qualified officer/NCO representing both parties.

(4) Serialized equipment is readily tracked; however, there are nonserialized items which may be required for loan. These items must be appropriately marked/painted/stenciled with a control number (owning unit AAC and a three digit identification number, e.g., 35014001) would indicate the first item of that TAMCN belonging to the Exercise Support Division. These control numbers will not be removed from the equipment.

c. Turnover of Equipment

(1) A joint LTI will be conducted to ascertain the serviceability of the temporary loaned equipment as well as the presence of the equipment record jacket and ancillary equipment.

(2) Should the equipment be determined unserviceable or require extensive maintenance, the equipment will be replaced by a serviceable like item.

(3) If the temporary loaned item is accepted by the borrowing unit, the section will maintain a copy of the joint LTI (original) in the equipment record jacket. These LTI's will be used for comparison with the LTI's conducted upon turn-in from the borrowing unit.

(4) The section will ensure that normal supply accountability transactions occur upon turnover of equipment to a borrowing unit by the Supply Officer.

d. Maintenance Support

(1) The borrowing unit will conduct PM services required during the period of temporary loan and will record the service conducted on the temporary record jacket. (A copy of the ERO/EROSL will be filed in the temporary record jacket.)

(2) The borrowing unit will provide the section with prompt and appropriate readiness status.

(3) The borrowing unit will conduct all authorized levels of maintenance and will ensure evacuation of the equipment to CSSD supporting the exercise.

(4) The borrowing unit is responsible for providing a chargeable JON for necessary organizational maintenance on any equipment or for any replacement of lost or missing equipment or ancillary equipment.

(5) The borrowing units will conduct all required investigations, as necessary during the temporary loan period. The equipment must be inducted into the appropriate maintenance cycle in a timely fashion. This may be done upon the Investigating Officer's annotation on the ERO that the equipment has been released for repair.

e. Return of Temporarily Loaned Equipment

(1) The borrowing unit will ensure that the equipment is clean, that all organizational maintenance is complete, and that all ancillary equipment and record jackets, log books, etc., are present.

(2) Equipment will be returned to the section from which it was borrowed unless otherwise directed.

f. Maintenance Cost Acquisition. Occasions will arise which will require the capturing of fiscal information with regard to the borrowing unit's use of equipment. This information is useful, not only from a budgetary point of view but

provides answers to cost parameters where future commitments by this and higher headquarters are concerned. When it becomes necessary to record cost information, the MCAGCC Comptroller will issue appropriate JON's and specific guidelines relative to the use of the assigned JON's by those units participating in the designated commitment or operation, to include the use of those JON's by the IMA. The assigned JON's will be annotated in the appropriate section of the remarks block of the ERO and will be utilized on all supply requisitions for required repair parts and/or for missing items generated as a result of the temporary loan.

g. Duration of the Temporary Loan. Temporary loans directed by higher headquarters will specify the duration of the temporary loan.

15. Joint Oil Analysis Program (JOAP)

a. The unit Maintenance Officer shall coordinate the JOAP within the section and ensure that the contents of TI 4731-14/1B are implemented.

b. The Maintenance Management Officer shall ensure that scheduling procedures for the oil analysis program be established. These procedures will be independent of normal preventive maintenance scheduling.

8002. ENVIRONMENTAL PROTECTION

1. Combat Center Order 5090.1, and CCO 5090.2 establish guidelines and assign responsibilities for the management and protection of natural resources and the environment aboard MCAGCC.

2. All commands and organizations aboard the Combat Center must comply with Federal, State and Local Environmental Laws. This obligation, per OPNAVINST 5090.1 (NOTAL) and MCO P11000.8 (NOTAL), includes compliance with the National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ), the Endangered Species Act, the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Toxic Substance Control Act (TSCA), and other executive orders and laws. Individuals who violate the provisions of these Orders and Acts will be held personally liable for civil and criminal penalties and fines as well as imprisonment for violation of the laws listed above.

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APPENDIX A

SPECIFIC DUTIES OF THE COMMAND/DIRECTORATE/DIVISION MAINTENANCE
MANAGEMENT OFFICER (MMO)

<u>DUTY</u>	<u>PAGE IN TEXT</u>
1. Update maintenance authorization letters.	2-7
2. Initiate action for lost yellow copy of the ERO.	2-10
3. Periodically review commodity maintenance records.	2-16
4. Distribute MIMMS reports to the commodities.	2-17
5. Coordinate maintenance/supply reconciliation.	2-18
6. Validate MIMMS reports.	2-19
7. Monitor commodity modification control program.	2-20
8. Conduct periodic T/E review.	2-20
9. Monitor commodity calibrations control program.	2-21
10. Monitor repair parts requisitions.	3-8
11. Consolidate lists of personnel authorized to receive parts.	3-8
12. Evaluate PEB/OPSTK requirements.	3-11
13. Maintain FLOAT catalog.	3-16
14. Reconcile FLOAT back orders.	3-17
15. Coordinate supply reconciliation.	3-20
16. Monitor commodity tool control program.	3-21
17. Direct and-inspect the units maintenance training program.	4-5
18. Conduct maintenance supervisor's training.	4-6
19. Continually inspect commodities maintenance functions and records.	5-4
20. Establish and maintain the units QDR program.	5-8
21. Advise the commander/Director/Division Head in the proper placement and utilization of maintenance facilities.	6-3

MAINTENANCE MANAGEMENT SOP

APPENDIX B

SAMPLE PRIORITY UPGRADE LETTER

(HEADING)

4790
(Code)
(Date)

From: _____
To: Commanding Officer, Combat Service Support Group-1 (MSU)

Subj: UPGRADE OF PRIORITY/CATEGORY CODE

1. This is to inform you that the priority/category code of the following ERO(s) have been changed as indicated.

<u>UNIT ERO</u>	<u>CSSG-1 ERO</u>	<u>UPGRADED CAT CODE</u>	<u>UPGRADED</u>
<u>PRIORITY</u>			

2. The point of contact for this organization is _____ at extension _____.

Signature
CO/Dir/Div Head

MAINTENANCE MANAGEMENT SOP

APPENDIX C

MAINTENANCE PROCEDURES IN GMED AND FACILITIES MAINTENANCE (ENGINEER EQUIPMENT MAINTENANCE)

1. Policy. Due to the commercial nature of GMED and Facilities Maintenance (Engineer Equipment Maintenance), these two sections are not supported by the MIMMS-AIS. Therefore, none of the input or output reports required by this system are utilized. Input responsibility will rest jointly with supply and maintenance personnel to ensure accurate and timely submission of data to ensure complete and proper maintenance efforts are expended. Validation, reconciliation and utilization of these reports will be accomplished per CCO 4790.2 and current directives.

2. Record Procedures

a. Shop Repair Order (NAVFAC 9-11200/3A). The shop repair order (SRO) will be used to request the performance of all equipment maintenance to include contract maintenance, warranty repairs, fabrication and LTI's on all commercial equipment within GMED and Facilities Maintenance. Maintenance personnel will use the SRO in all instances where either repair parts or resources are required in the performance of requested maintenance.

(1) The SRO will be prepared by the vehicle/equipment inspector per TM 4700-15/1G and will be reviewed by the Maintenance Officer for accuracy.

(a) The white copy is the original and will be filed with the parts invoices when the work is complete. It will be retained in the record jacket for the life of the equipment for historical data.

(b) The yellow copy, after being signed by the authorized individual of the maintenance activity, is the responsible officer's receipt for equipment while it is in the maintenance activity. It will be retained until the equipment being repaired is returned, then it will be destroyed.

(c) The green copy will be utilized by the shop records clerk and fiscal clerk.

(2) Criteria for Opening an SRO

(a) An SRO will be opened for PM, CM, contract maintenance, or loadtest.

(b) A category code "N" SRO will be used for noncritical maintenance.

(c) A category code "N" SRO will be used for scheduled maintenance.

(d) A category code "P" SRO will be used for critical maintenance.

(3) The completed SRO with its corresponding parts invoices will be a complete record of maintenance action.

(4) Priorities commensurate with a category code will be assigned as follows:

CATEGORY		
CODE	DEFINITION	PRIORITY
P	Critical repairs which deadline the equipment or a safety violation	07 (when precludes accomplish of mission) 09 critical repairs but does not prevent mission accomplishment.

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CATEGORY CODE	DEFINITION	PRIORITY
N	Non-Critical maintenance	14
N	Shop Overhead	14

(5) The SRO will be prepared by the vehicle/equipment inspector per TM 4700-15/1G. The Maintenance Officer will review the SRO throughout the maintenance cycle e.g., cat code and priority changes, status changes to ensure all entries are entered correctly.

b. SRO Shopping Transaction List (SROSL). The SROSL will be used by GMED and Facilities Maintenance for repair parts transactions, contract services, e.g., glass, rebuilds, paint, tools, POL, and commercial publications, warranty services and calibrations of equipment.

(1) Parts Transactions

(a) The SROSL will be prepared by the mechanic as soon as parts requirements are identified. The mechanic will provide as much data as needed by COPARS to requisition the correct part.

(b) The mechanic will provide the part number from the repair part if available and required.

(c) When the SROSL is completed, it will be taken to the shop chief to ensure correctness and data stamp.

(d) Parts that are not a direct issue will be given an estimate delivery date. This date will be approved by the Maintenance Officer or Maintenance Chief.

(e) The Heads, GMED and Facilities Maintenance must approve all 07 SROSL transactions.

(f) The SRO clerk will distribute the copies in the following manner:

1 Original to COPARS.

2 Copy to SRO clerk.

3 Copy maintained with SRO until completion.

4 Copy to layettes (filed in SRO bin) is a partial issue.

(2) SROSL Contracted Services. Will be those services that cannot be performed within GMED/FacMaint because of lack of maintenance resources or require warranty repairs.

(a) Warranty Repairs

1 Item is determined to be under manufacturers warranty.

2 SROSL is prepared and submitted to GMED/FacMaint supply annotating "Warranty Repairs."

3 Supply prepares DD Form 1149 for submission to purchasing and contracting office.

4 Purchasing notifies GMED/FacMaint supply of warranty dealer.

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FacMaint. 5 Subject item is repaired at authorized dealer and returned to GME/

6 SRO will be annotated with civilian repair information.

(b) Contracted Services (BPA)

1 Maintenance Officer/Shop Chief determines items require contracted services.

2 Submits SROSL and as much descriptive data as possible e.g., replace windshield, repair radiator, body work, paint to section supply.

3 If under \$2,500.00 and an authorized dealer is available BPA call is placed.

4 Item is transported to dealer for repairs.

5 Item is returned and SRO is annotated with civilian repair information.

(c) Contracted Services (Purchasing and Contracting)

1 Maintenance Officer/Shop Chief determines item required contracting services.

2 Submits SROSL and as much descriptive data to unit supply.

3 Items are more than \$2,500.00.

4 Unit Supply Chief prepares DD Form 1149 and submits to Purchasing and Contracting for contract awarding.

5 Contract is awarded and item is evacuated to contractor for repair.

6 Item is repaired and returned to GMED/FacMaint.

7 SRO is annotated with civilian repair information.

(d) Calibration

1 Item identified as requiring calibration services beyond CSSG-1 capabilities.

2 SROSL prepared annotating services required.

3 DD Form 1149 submitted to Purchasing and Contracting requesting services.

4 Contract awarded and service technician performs calibration.

5 SRO annotated with civilian calibration information.

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APPENDIX D

ERO MATRIX

OZAQO -	99	ENGINEER (SL-3)
OZBOO -	D99	ENGINEER (CM/PM)
OZEEO -	99	COMMUNICATIONS/ELECTRONICS (SL-3)
OZFOO -	99	TEECG COMM/ELCT
OZGOO -	H99	COMM/ELCT (CM/PM)
OZIQO -	99	OPTICAL/ELECTRONICS (CM/PM)
OZJOO -	99	GENERAL SUPPLY
OZKOO -	99	TEECG (SL-3)
OZLOO -	49	MACHINE SHOP
OZL5O -	99	WELDING SHOP
OZMOO -	R99	MOTOR TRANSPORT (CM/PM)
OZSOO -	X99	ORDNANCE (CM/PM) (TANKS, AAV, LAV, ARTILLERY, SMALL ARMS)
OZYQO -	99	CALIBRATIONS
OZZOO -	49	MOTOR TRANSPORT/ENGINEER (PEB)
OZZ5O -	99	ORDNANCE (PEB)

MAINTENANCE MANAGEMENT SOP

APPENDIX E

RECONCILIATION AND VALIDATION OF DAILY REPORTS

1. Daily by MIMIMS clerk (weekly by Maintenance Supervisor and biweekly by Section Maintenance Management Officer)

a. Review the Daily Transaction Listing (DTL); research, correct and resubmit for:

(1) Transactions processed with noncritical errors.

(2) Transactions that did not process.

b. Review the Daily Progress Report (DPR); research, correct and resubmit changes for:

(1) Outdated job status.

(a) Over 10 days.

1 Awaiting inspection.

2 Investigation in progress.

3 Repairs returned.

4 Pickup higher echelon.

5 Repairs complete.

6 Awaiting evacuation.

7 Pending washout.

8 Disposition instructions received.

9 Evacuation washout.

(b) Over 15 days. WIR submitted (Priority 03 and 06).

(c) Over 10 days for combat essential equipment and 30 days for mission essential equipment.

1 Inspection in progress.

2 Repairs in progress.

3 Short test.

4 Short space.

5 Short tech.

6 Short funds.

(d) Over 20 days. WIR submitted (Priority 13).

(e) Over 30 days.

1 Aboard ship.

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2 Awaiting equipment.

(2) Improper job status.

(a) Unit recall for Category Code "M" "X" or "P".

(b) Short parts with no valid supply documents.

(3) Exceeded Days Deadlined Criteria of 90 days for secondary repairables and 180 days for end items.

(4) TAMCN missing or wrong.

(5) Serial number missing or wrong.

(6) ID number missing or wrong.

(7) Nomenclature missing or wrong.

(a) Category Code "C" ERO's will have the nomenclature changed to reflect the nomenclature of the component and the Base ERO number.

(b) Category Code "K" ERO's for items of equipment which are components of an end item will have the nomenclature changed to reflect the nomenclature of the actual piece of Test, Measurement, or Diagnostic Equipment (TMDE).

(8) Quantity missing or wrong.

(9) Category code incorrect.

(10) Echelon incorrect.

(11) Defect code incorrect.

(a) The following defect codes will not be used:

1 "NMAJ - MINR" (except for acceptance LTIs).

2 "N/A".

3 "UNK".

(b) Defect codes of "NMAJ" or "MINR" will not be used with Priority "06" and "03" ERO's.

(12) Job status incorrect.

(13) Exceeded Required Delivery Date for all ERO's which are not in a job status of "Repairs Returned."

(14) Priorities between the ERO and open supply documents incorrect.

(a) No supply document priority will exceed that of the ERO.

(b) When the job status is "Short Parts" at least one open supply document will equal that of the ERO.

(c) ERO's may be downgraded to Priority "13" - Category Code "N" when "Repair Complete" or "Repair Returned" Job Status while awaiting for receipt dates on open Priority "03" and "06" supply documents.

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(15) Skeleton records are created when supply documents post to the MIMMS-AIS and the ERO is not currently resident in the MIMMS-AIS.

(16) Improper Assignment of Non-Mission Capable-Supply (NMCS) Indicators.

(a) NMCS indicators will only be assigned to priority "03" and "06" supply documents for combat essential items of equipment.

(b) NMCS of "9" will only be assigned to priority "03" supply documents for items combat essential equipment which are deadlined.

(c) NMCS of "N" will only be assigned to ERO's that have a current Deadline Control Date.

(d) When a Deadline Control Date exists on the ERO NMCS indicators of "N" and "E" may be used as long as at least one supply document is NMCS "N."

(e) When a Deadline Control Date does not exist, NMCS of "N" will not be used.

(18) Open priority "03" and "06" supply documents without an NMCS indicator of "9", "N" or "E" as applicable.

(19) Open supply documents with reject/cancellation status, lonesome demands, or outdated status. Use the Appendix H of this Manual to monitor supply status.

(20) National Stock Number (NSN) is missing.

(21) Sequence job status to reflect ACCURATE reporting.

2. Weekly by the Maintenance Officer

a. Review the Weekly Owning Unit TAM Report; research, correct, and submit changes for:

(1) Higher, lower, or adjacent work ERO missing.

(2) Does not correspond with higher, lower, or adjacent work ERO.

(a) Defect codes must match for all category codes "M", "X", "P", "K", or "N" ERO's at each echelon on maintenance.

(b) Category Code "C" ERO's at organizations other than RUC "M35014" still require a nomenclature of the components nomenclature and the Base ERO number.

(c) When the job status of "UNIT RECALL" is used on 3d echelon ERO's, "Unit Recall" will be used on second echelon ERO's.

(d) The RDD on other than RUC "M35014" cannot be exceeded.

(e) The RDD of the ERO's at other than RUC "M35014" cannot be duplicated.

(3) Duplicated with another ERO - No more than one category code "M", "X" or "P", ERO may exist for a specific item of equipment at each echelon of maintenance.

b. Review the Weekly LM2 Report (if applicable); research, correct, and submit changes for:

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(1) All items of equipment listed in the MCBul 3000 (owned by the unit) that are not resident on the LM2 Report.

(2) Incorrect amounts possessed/authorized.

(3) Incorrect remarks.

(a) Show document numbers for all LM2 reportable items of equipment which are on order.

(b) Show action being conducted for all shortages/overages of LM2 reportable items of equipment.

(c) Show action being taken for deadlined items of LM2 reportable items of equipment which exceed 180 days deadlined.

(d) Show serial numbers of all LM2 reportable items of equipment which are inducted into the CRSP and R&E programs.

(e) Any other remarks required by higher headquarters.

(4) That all ERO's on the LM2 match up with a category code "M" on the Weekly Owning Unit TAM Report.

c. Compare the DPR and the most current Maintenance Float Backorder Listing to ensure that MG801 documents are resident on both the DPR and the Backorder Listing.

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APPENDIX F

SAMPLE LETTER FOR PRE-EXPENDED BIN (PEB)

AUTHORIZATION

(HEADING)

4400
(Code)
(Date)

From: _____
To: (Section OIC)

Subj: PRE-EXPEND BIN AUTHORIZATION

Ref: (a) CCO P4790.2C

Encl: (1) PEB Listing

1. Per the reference, repair parts listed in the enclosure are authorized to be held in the Pre-Expend Bin for (section).

2. This authorization will supersede all previous PEB authorizations.

Signature
CO/Director/Division Head

Copy to:
MMO (Command/Directorate/Division)
CCMMO

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PEB LISTING

NSN	LOCATION	NOMENCLATURE	0/A	ROP	U/I	U/P	T/P
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APPENDIX H

SUPPLY STATUS CODES

STATUS	TYPE	ACTION
	Lonesome demand	Follow-up 15 days
A-Z/Z-9	Mode of Shipment Code	Reconcile with supply as required.
BS	In receipt of follow-up transaction	Follow-up 10 days if additional status is not provided.
BA/M8	Released for shipment	MCI-follow-up if not rec'd in 25 days. Outside source of supply (SOS) - follow-up in 10 days if mode of shipment code has not been provided.
BB/M9	Backordered	PRI-13/ SOS MCI- good forever All PRI's/outside SOS - check ESD
BD	Suspended	Follow-up in 10 days.
BF	SOS has no record of Document	Cancel and resubmit.
BG	NSN,U/I,or Part # has been changed	Review date provided, follow up if more current status is not provided in 10 days.
BH	Substitution	Review new item: If substitute item doesn't meet requirements, cancel and resubmit with "2B" advise code. If new item doesn't meet criteria then follow-up if more current status is not rec'd in 10 days.
BJ	Qty changed to conform to unit pack.	Follow-up if more current status is not received in 10 days.
BM/BZ	Passing Status	Follow-up if more current status is not received in 10 days.
BV	Procured for direct shipment.	Check ESD.
CA	Rejected.	Message will follow to advise corrective action.
CG	Rejected - unable to identify requested item.	Check NSN and part number to ensure that proper info is being submitted and resubmit.
CH	Rejected - incorrect SOS.	Check to see if item is DSSC item. If it is a DSSC item try to procure through DSSC. If "NIS" chits on file then reorder with a "2A" advice code.
CJ	Rejected - item coded "Obsolete."	Reorder with a "2F" advice code.

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APPENDIX I

MAINTENANCE MANAGEMENT PUBLICATIONS

A. Minimum requirements for MIMO's.

MCO P4790.1B	MIMMS INTRODUCTION MANUAL
MCO P4790.2C	MIMIMS FIELD PROCEDURES MANUAL
MCO 3000.11B	MARES INTRODUCTION POLICY MANUAL
MCBUL 3000	TABLE OF AUTOMATED READINESS EVALUATION SYSTEM
UN-4790-5	MIMIMS (AIS) FSSS
CCO P4790.2B	COMBAT CENTER MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES
CCBUL 5000	REINVENTION LABORATORY
NAVMC 1017	TABLE OF AUTHORIZED MATERIAL
TM 4700-15/1G	EQUIPMENT RECORD PROCEDURES
MCO 4855.10B	QUALITY DEFICIENCY REPORT
MCO P5600.31F	MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
MCO P5215.1G	MARINE CORPS DIRECTIVES SYSTEM
MCO P4733.1A	MARINE CORPS TMDE CAMP

B. Marine Corps publications indexes. The following publications indexes and checklists are published for the guidance of all concerned in maintaining their publications files up-to-date.

1. Marine Corps Bulletin 5600 Series. Marine Corps War Fighting Publications Status.
2. SL-1-2, Marine Corps Stock List (SL). Index of Authorized Publications for Equipment Support.
3. SL-1-3, Marine Corps Stock List. Index of Publications Authorized and Stocked by the Marine Corps (PASMC).
4. NAVMC 2761 - Catalog of Publications. This categorizes publications in PCN sequence and this information aids the Commander and designated representatives in determining the variety of publications available.

C. List of maintenance/maintenance management publications. The following list of publications are referenced throughout this manual. MMO's and Commodity Managers will maintain those publications that are applicable to their maintenance functions.

PUBLICATION	SUBJECT
MCO 1510	SERIES INDIVIDUAL TRAINING STANDARDS
MCO 3000.11B	MARES
MCO 4400.16G	MUMMS/PRIORITIES
MCO 4400.147	SOURCE OF SUPPORT FOR PART #
CCO 4855.2	QUALITY ASSURANCE

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PUBLICATION

MCO 4855.6
MCO 4855.10B
MCO 8373.2
MCO P1200.7
MCO P4400.82F
MCO P4400.84
MCO P4400.126
MCO P4733.1B
MCO P4790.2C
MCO P5215.1G
CCO P5215.17
MCO P5600.31F
MCO P11000.8
UN 4400-124
UN 4400-125
UN 4790-5
NAVMC 2761
SECNAVINST 5210.11
OPNAVINST 5090.1
JAGINST 5800.7
CCO 5090.1 & 2
CCO P5100.15
TM 4700-15/1G
TI 4731-14/1B
TI 4733 SERIES
TI 4733-15/11
TI 5600 SERIES

SUBJECT

MARCORLOGBASES INFO
QUALITY DEFICIENCY REPORT
AUTHORIZED MAINT/RTE TOOLS
MOS MANUAL
WIR/SELECTIVE INTERCHANGE
MODIFICATIONS INFO
SASSY
CALIBRATIONS
MIMMS FIELD PROCEDURES MANUAL
MARINE CORPS DIRECTIVES SYS
MARINE CORPS TECHNICAL PUBS
PUB & PRINTING REGULATIONS
NREA
SASSY USERS MANUAL
SECONDARY REPAIRABLES
MIMMS USERS MANUAL
CATALOG OF PUBLICATIONS
DON STANDARD SUBJECTS
NREA
INVESTIGATIONS
NREA
SAFETY
RECORD KEEPING PROCEDURES
JOINT OIL ANALYSIS PROGRAM
CALIBRATIONS INFORMATION
IWCEP
PUBLICATIONS INFORMATION